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UNIT MAINTENANCE EXPENSE SUMMARY REPORT

For Month of _____ Year _____

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
Person Making Report _____

Vehicle No. _____ Year _____
Make _____ Model _____
Engine No. _____
Body No. _____
Driver's Name

PREVENTIVE MAINTENANCE EXPENSE

DATE	SERVICE	MONTHLY TOTAL	YEAR-TO-DATE
	PREVENTIVE MAINTENANCE EXPENSE SUBTOTALS		

REPAIR EXPENSE

DATE	REPAIR OR REPLACEMENT (use more than one line if necessary)	MONTHLY TOTAL	YEAR-TO-DATE
	REPAIR EXPENSE SUBTOTALS		

SAMPLE

GAS AND OIL EXPENSE

GAL. GAS	AVE. COST/GAL. GAS	QUARTS OIL	AVE. COST/QT. OIL	TOTAL $ GAS	TOTAL $ OIL	MONTHLY TOTAL	YEAR-TO-DATE
TOTALS							

SUMMARY

	MONTHLY	YEAR-TO-DATE
ODOMETER READING, END-OF-MONTH		
ODOMETER READING, START-OF-MONTH		
TOTAL MILES DRIVEN		
TOTAL GALLONS GAS CONSUMED (From above)		
M.P.G. (Total miles ÷ No. Gals. Gas)		
TOTAL COST/MILE (Grand Total ÷ Miles Driven)		

EXPENSE	MONTHLY TOTALS	YEAR-TO-DATE
PREVENTIVE MAINTENANCE EXPENSE		
REPAIR OR REPLACEMENT EXPENSE		
GAS & OIL EXPENSE		
GRAND TOTAL		