

Other Reports

New Client Booking Form
Technicians Barcode
SMS Log
Loan Car Report
Booking Report
Roadworthy Reports

New Client/Booking Form

Client Details

New Existing Order No. _____
Surname/Trading name _____ Private Business
Title _____ First name _____ Contact name (business) _____
ABN (business only) _____ Phone (work) _____ Phone (home) _____
Fax _____ Mobile _____ Email _____
Address _____
Suburb _____ State _____ Postcode _____

Vehicle Details

Registration _____ Odometer _____ Make _____ Model _____
Series _____ Engine _____ Month _____ Year _____ Colour _____ Type _____
Equipment: EFI Auto Aircon Pwr Str Cylinders _____
Vin No. _____ Tyre sizes _____ Engine Capacity _____
Engine No. _____ Fuel Type _____ Ignition Key _____ Next rego due _____

Work required & Authorisation

- Major service
 Minor service
 Log book service [_____] km
 Disc brake service
 Drum brake service
 Tune service

Authorisation

I authorise the work described above and agree to pay for labour, spare parts and materials required for that purpose at the repairer's current rates and prices. The repairer shall not be liable for the loss of, or damage to the vehicle, its accessories or contents whilst garaged or being driven in connection with the work required unless caused by the negligence of the repairer or his/her employees.

I agree to pay the repairer reasonable storage charges if delivery of the vehicle is not taken within two days after the repairer gives notice that the repairs have been completed.

Unless drawn specifically to the attention of the repairer I certify that the vehicle (including its parts and equipment) is registered under the Motor Traffic Regulations 1935 and to the best of my knowledge is in a safe and thoroughly servicable condition.

Signed _____

Date _____

Payment method (please indicate)

- Cash EFT Credit Card
 Cheque Account Other _____

Vehicle availability

Date _____ Time _____
Start _____
Finish _____

Other work description

How did you hear of us? (please indicate)

- Recommended Yellow pages
 Just passing Radio
 Direct mail TV
 Newspaper Internet

Note any damage to vehicle

Note any valuables in vehicle

Additional notes

Wells Automotive

1/121 Cnr Tyabb Road & Progress Street
Mornington VIC 3931
ABN 14 975 355 097
Tel: 03 5977 0866 Fax: 03 5977 0856
Email: Wellsauto@bigpond.com



AA Automotives
Technician Barcodes

21/10/2013

Bloggs, Alfred



Smith, John

1



Non-chargeable



AA Automotives
SMS Log

21/10/2013

For the period 01/10/00 to 21/10/13.

<u>Date</u>	<u>Name</u>	<u>Mobile</u>	<u>Message</u>
➔ 27/3/12	Earl Reid	0422269726	I Wonder If You Get This?
➔ 27/3/12	Earl Reid	0414371422	This is another SMS test.
➔ 3/4/12	Earl Reid	0422269726	Test
➔ 3/4/12	Earl Reid	0422269726	Another test

➔ Messages sent: 4
↻ Replies received: 0

AA Automotives
Loan Car Report

21/10/2013

For the period 01/10/00 to 21/10/13.

<u>Out</u>			<u>In</u>			<u>Rego</u>	<u>Make/Model</u>	<u>Client</u>
<u>Date</u>	<u>Time</u>	<u>Odo</u>	<u>Date</u>	<u>Time</u>	<u>Odo</u>			
13/11/09	2:45pm	15,000	13/11/09	4:45pm	20,000	124YTR	Hyundai Excel .Carb.	Charlie Riseley

AA Automotives Booking Report

31/08/2017

For the period 01/08/17 to 31/08/17.

Job #	Status	Client	Ph. Home	Ph. Work	Rego	Make/Model	Job Description	Start	Finish
10/08/17									
217	Booking	Civil Werx Plant Hire P			BG48GM	ISUZU NPR293B	Log Book Service 130,000km	10/8/17 8:00am	10/8/17 5:00pm
11/08/17									
216	Booking	Smart Electrical & So			YKG50K	HYUNDAI ILOAD	General Service	11/8/17 8:00am	11/8/17 5:00pm
218	Booking	Southern Cross Publi		(08) 94588852	7PP123	Citroen Xantia 2.0l 16v E	Log Book Service 120,000km	11/8/17 8:00am	11/8/17 5:00pm
15/08/17									
221	Booking	Car Won't Start			KAPUT		Log Book Service 45,000km	15/8/17 8:00am	15/8/17 5:00pm
226	Booking	Mandy Marshall	(08) 94585625		8PO777	HOLDEN COMM. VTII V		15/8/17 8:00am	15/8/17 5:00pm
17/08/17									
222	Booking	Kenwick Child Care C		(08) 94591316	9YU741	Holden Comm Vn.V8.Ef	Log Book Service 120,000km	17/8/17 8:00am	17/8/17 5:00pm
225	Booking	Tynan Mitsubishi	945445525		1DZO25	MINIBUS EXPRESS		17/8/17 8:00am	17/8/17 5:00pm
22/08/17									
228	Booking	James Harris	0260240000	0260243848	JIM351	FORD FAIRLANE AU-II 5	Log Book Service 150,000km	22/8/17 8:00am	22/8/17 5:00pm
24/08/17									
229	Booking	Phil Gilbert Toyota Cro			...	TOYOTA CAMRY ALT		24/8/17 8:00am	24/8/17 5:00pm
30/08/17									
236	Booking	Phil Gilbert Toyota Cro			...	TOYOTA CAMRY ALT		30/8/17 8:00am	30/8/17 5:00pm
239	Booking	Tynan Mitsubishi	945445525		2	MITSUBISHI LANCER E	Disc Brake Service Rear	30/8/17 8:00am	30/8/17 5:00pm

AA Automotives
Register of Certificates of Roadworthiness

31/08/2017

Description	Number
The number of vehicles tested for roadworthiness	3
The total number of cancelled roadworthy certificates due to 7 day expiry	0
The total number of cancelled roadworthy certificates from writing error	0
The total number of roadworthy related customer complaints	1
The total number of vehicles that failed on the 1st test	2
The total number of vehicles that passed on the 1st test	1
The total number of vehicles that passed on the 2nd test	2
The total number of vehicles that presented for a 2nd test	2
The total number of vehicles withdrawn	0

1st Inspection		2nd Inspection		Certificate #	Mechanic	Vehicle			Client	
Date	Status	Date	Status			Rego/VIN/Eng#	Make	Model	Name	Address
6/5/17	Passed			10023	Jake Steyn	8LK123	Daewoo	Lanos 1.6l Efi Dohc 9	Linda & John King	42 Harris Street Beckenham WA 6107
12/5/17	Failed	16/5/17	Passed		Jake Steyn		MITSUBISHI	LANCER	Sue Haldane	358 Barossa Valley Way Kalbeeba S
13/5/17	Failed	15/5/17	Passed	32110	Johnson Fred	HGF 678	MITSUBISHI	LANCER	Sue Haldane	358 Barossa Valley Way Kalbeeba S

AA Automotives
Licensed Vehicle Tester Audit Checklist

31/08/2017

Company: Aa Automotives
 Conducted by: Bob Simmins
 Audit date: 13/5/17 Last audit date:

<u>Requirement</u>	<u>Confirmed</u>	<u>Notes</u>
Are all authorised signatory forms displayed?	Yes	
Are copies kept of qualifications and driving licences for all testing staff?	Yes	
Are roadworthy certificates adequately secured when not in use?	Yes	
Are roadworthy certificates cancelled in the correct manner?	Yes	
Are roadworthy certificates completed by all staff?	Yes	
Are test reports being issued for every vehicle that has items found to be a cause for rejection on first test?	Yes	
Are test reports raised and the appropriate details entered at the commencement of each roadworthy test?	Yes	
Are testing premises clean and in good order?	Yes	
Are there any roadworthy tests with more than seven days between first & second test?	Yes	
Are there records of all the vehicles repaired and tested at the workshop?	Yes	
Are up to date copies of the Vehicle Standards Information Bulletins and Testing Times readily available to all testing staff?	Yes	
Have all authorised signatories completed the Licensed Vehicle Tester Accreditation course administration module?	Yes	
Have all authorised signatories completed the Licensed Vehicle Tester Accreditation course for category of vehicles tested?	Yes	
Have any vehicles not covered by Licence category been tested?	Yes	
Have the quarterly compliance statements been completed?	Yes	
Have the three monthly checks of testing standards of mechanics been carried out?	Yes	
Have there been any changes to proprietorship or directors? Can you produce a current directors list or proof of proprietorship?	Yes	
Have you notified Vic Roads of all changes to testing staff, signatories and representatives?	Yes	
How are all measuring devices used for roadworthy testing regularly checked for calibration and accuracy?	Yes	
How are the testing standards of testing staff being monitored?	Yes	
If headlamp board & lines used, are lines clearly visible and board accessible & serviceable?	Yes	
Is brake tester serviceable and in test?	Yes	
Is headlamp tester serviceable & readily accessible?	Yes	
Is the customer reception area clean and in good order?	Yes	
Is the licensed vehicle tester sign displayed?	Yes	
Is the roadworthy license current & displayed?	Yes	
Is the vehicle register up to date and all the details accurate?	Yes	
Is there a copy of the current lease or rates notice available to demonstrate control of premises?	Yes	