**WEEKLY VEHICLE BOOKING SHEET**

**About This Tool:** This tool is used in fleet management to keep track of vehicles on a daily basis.

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| **Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **For Week Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Request By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Request Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |  |  |  |  |   |   |   |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday**  | **Friday**  | **Saturday** | **Sunday** |
| Destination/s |   |   |   |   |   |   |   |
| No of Passengers |   |   |   |   |   |   |   |
| Type/Equipment/Supplies |   |   |   |   |   |   |   |
| Duration |   |   |   |   |   |   |   |
| Overnight location/s & security arrangements for vehicle? |   |   |   |   |   |   |   |
| Fulfilled (F), not fulfilled (NF), or Cancelled (C)? |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| Destination/s |   |   |   |   |   |   |   |
| No of Passengers |   |   |   |   |   |   |   |
| Type/Equipment/Supplies |   |   |   |   |   |   |   |
| Duration |   |   |   |   |   |   |   |
| Overnight location/s & security arrangements for vehicle? |   |   |   |   |   |   |   |
| Fulfilled (F), not fulfilled (NF), or Cancelled (C)? |   |   |   |   |   |   |   |
| No. of requests Fulfilled (F) |   |  |
| No. Not Fulfilled (NF) |   |  |
| No. Cancelled (C) |   |  |