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| **INTERNAL VEHICLE MAINTENANCE JOB CARD****About this tool:** This tool is to be used to record any maintenance or repairs undertaken by a mechanic or private garage. This form is to be retained by the Transport Officer. |
| **MAINTENANCE REQUEST NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **JOB NO.\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **To be completed by the Transport Officer** |    |
| Fleet No. | Plate No. | Make | Model | Km In \_\_\_\_\_\_\_\_\_\_\_\_Km Out \_\_\_\_\_\_\_\_\_\_ |
| Donor | Donor Code | Cost Centre | Account Code | Mechanic |
|
|
| Date In | Time In | Date Out | Time Out | Checked By |
|  **To be completed by the Mechanic** |
| **Description of work carried out** | **Start Time** | **Finish Time** | **Hours Per Job** | **Mechanic Signature** |
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|   |   | **Total Hours:** |    |
| **Hourly Rate:** |  | **Total Labour** **Cost:**  |    |