**Repair Diary**

**Make: ……………………………………………..**

**Model: …………………………………………….**

**Colour: …………………………………………….**

**Body: ……………………………………………….**

**Year: ………………………………………………..**

**VIN: …………………………………………………**

**Repairer details**

Name:

Address:

Phone:

**Owner details**

Name:

Address:

Phone:

Repairs commenced: ……../……../……..

Repairs completed: ..……/……../………

I …………………………………………. certify that the contents contained in this diary are true and correct

………………………………. ……/……./……

 Signature Date

**Receipt of purchase and photo of damaged vehicle recorded on the front page of this diary**

(Insert receipt of purchase)

(Insert photo of damaged vehicle)

**Repairs to vehicle recorded on the front page of this diary**

**Remove and refit:**

(Explanation to what was removed and refitted during the repair to the vehicle?)

E.g. Front bumper bar, R/H headlight, corner light, Grille, RH guard. R/H front door, R/H rear door, windscreen, RH front wheel, R/H front strut, R/H lower control arm

**Repairs:**

(Explanation as to what was repaired?)

E.g. Radiator support panel, RH skirt, bonnet, R/H A-pillar, front bumper bar

**Parts:**

(Parts that were used?)

E.g. RH guard, R/H headlight, R/H corner light, front bumper bar re-enforcement, R/H front door

R/H front strut, R/H lower control arm, windscreen washer taken donor vehicle

**Paint:**

(What components were painted?)

E.g. Front bumper bar, bonnet, radiator support panel, Rh door, RH A-pillar

**Photos**

(Subheadings and photos of removed/repaired panels/structural repairs etc.)

**Examples**

**Removed R/H doors, RH guard**

(Photo of vehicle with removed components)

**Repaired RH A-pillar**

(Photo of repaired A-pillar

**Removed R/H front wheel, RH front strut, RH lower control arm**

(Photo of removed components)

**Refitted R/H front wheel, RH front strut, RH lower control arm**

(Photo of refitted components)

**Removed front bumper bar, R/H headlight and corner lights, windscreen washer bottle**

(Photo of removed components)

**Repaired radiator support panel to its original position**

(Photo of repaired component)

**Refitted front bumper bar, R/H headlight and corner lights, windscreen washer bottle**

(Photo of refitted components)

**Repaired bonnet, refitted R/H doors and windscreen**

(Photo of refitted components)

**Receipts**

(All receipts, purchase of parts, reports etc. required to complete the repairs to the vehicle)

**Examples**

Receipts (tax invoice) for purchase of parts

Receipt for repairs

Supplementary Restraint System report (if required)

Supplementary Restraint System water immersed write-offs vehicle assessment report (if required)

Wheel alignment report

3rd dimensional body measurement (if required)

Installation of windscreens