

Vehicle Maintenance Log: Owner and Fleet Service Record

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Vehicle and owner	
OWNER OR FLEET NAME	UNIT OR VEHICLE NUMBER
YEAR	MAKE
MODEL	BODY STYLE / TRIM
VIN	LICENSE PLATE
PLATE STATE	IN-SERVICE DATE
MILES AT DELIVERY	CURRENT ODOMETER MILES
VEHICLE TYPE	USUAL SERVICE LOCATION
ENGINE OIL SPEC (OWNER'S MANUAL)	TIRE SIZE (DOOR PLACARD)
DOOR-PLACARD COLD PSI	OEM SERVICE INTERVAL (FROM YOUR MANUAL)

☐ VIN recall lookup completed on the maker site or NHTSA.

Upcoming service to-dos	
NEXT SCHEDULED MILES	NEXT SCHEDULED DATE

- ☐ Engine oil and filter due (ASE G1; Toyota monthly oil-level check).
- ☐ Tire rotation due (follow OEM; NHTSA cites 5,000 to 8,000 miles only if the maker recommends that range).
- ☐ Monthly tire pressure check, including the spare (NHTSA TireWise, cold tires).
- ☐ Engine air filter due (ASE G1).
- ☐ Cabin air filter due (ASE G1).
- ☐ Brake inspection due (ASE G1; FTC lists brake-pad records).
- ☐ Drive belts due (ASE G1; FTC lists belt-replacement records).
- ☐ Coolant service due (ASE G1).

- ☐ Battery test due (ASE G1).
- ☐ Spark plugs due (ASE G1).
- ☐ Transmission or transaxle fluid due (ASE G1).
- ☐ Wiper blades due (ASE G1).
- ☐ Open safety recall or campaign work due (VIN lookup).
- ☐ DIY used oil and filter taken to a recycler (EPA).

Service entry 1

DATE OF SERVICE	ODOMETER MILES
PERFORMED BY	SHOP OR TECHNICIAN
INVOICE OR RO NUMBER	TOTAL COST (USD)
WORK PERFORMED	
PARTS AND FLUIDS	
NEXT DUE MILES	NEXT DUE DATE

- ☐ Oil and filter completed this visit
- ☐ Tire rotation completed this visit

Service entry 2

DATE OF SERVICE	ODOMETER MILES
PERFORMED BY	SHOP OR TECHNICIAN
INVOICE OR RO NUMBER	TOTAL COST (USD)
WORK PERFORMED	

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 3

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 4

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 5

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 6

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 7

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 8

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 9

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Service entry 10

DATE OF SERVICE

ODOMETER MILES

PERFORMED BY

SHOP OR TECHNICIAN

INVOICE OR RO NUMBER

TOTAL COST (USD)

WORK PERFORMED

PARTS AND FLUIDS

NEXT DUE MILES

NEXT DUE DATE

☐ Oil and filter completed this visit

☐ Tire rotation completed this visit

Notes and sign-off

OPEN ITEMS AND NOTES

LOG KEPT BY

☐ If this vehicle is sold, give these records to the next owner (Toyota WMG).

KEEPER SIGNATURE

DATE SIGNED

OTHER COMMENTS

Reference only. Verify against the vehicle OEM procedure and applicable regulations.