

	Interim Service	Full Service
<b>Initial Checks</b>		
Collect vehicle from specified address	●	●
Check vehicle history, customer comments and recommendations	●	●
Check for damage to bodywork, trims, lamps, number plates, mirrors etc	●	●
Check timing belt interval	●	●
<b>Vehicle on the ground</b>		
Check ABS, all interior warning lights and horn	●	●
Check condition and operation of all seatbelts	●	●
Check operation of interior and exterior lights and switches	●	●
Check front and rear windscreen wipers and washers	●	●
Check condition and security of windscreen and rear view mirror	●	●
Check fuel cap	●	●
Check air conditioning	●	●
Check & top up power steering reservoir	●	●
Check PAS, auxiliary and fan belts	●	●
Check pollen/cabin filter	●	●
Check battery condition and security	●	●
Check clutch operation	●	●
Check handbrake operation and travel	●	●
Check and top up gearbox oil/axel oil/transfer box oil (if applicable)	●	●
Check and top up all under bonnet fluid levels	●	●
Check and top up brake fluid	●	●
Check and top up anti-freeze	●	●
Check and top up clutch fluid	●	●
Lubricate door hinges, catches and locks (where required)		●
Check coolant system for leaks		●
Check engine cooling fan		●
Check operation of throttle and lubricate as required		●
Replace air filter		●
Replace fuel filter (diesel engines)		●
Replace spark plugs if applicable (at extra cost)		●
Visually inspect condition of HT leads		●
<b>Vehicle raised / off the Ground</b>		
Carry out under body inspection (check for any corrosion)	●	●
Replace engine oil (special or long life oils at extra charge)	●	●
Replace oil filter	●	●
Check condition and security of steering, suspension, mountings and gaitors	●	●
Check exhaust system for security and leaks	●	●
Check security of fuel lines, brake pipes, hoses and handbrake cables visually	●	●
Check for signs of leakage from cylinders / callipers (if applicable)	●	●
Check condition of distributor cap		●
Check engine and gearbox mounts for wear		●
Test starter motor cranking operation and security		●
Visually inspect radiator and coolant pipes/hoses for security and leaks		●
Check all wheel bearings for noise / free play		●
Check condition of tyres and adjust tyre pressures (if required)	●	●
Check & record brake pads/shoes for condition & operation	●	●
Check & record drums and discs for condition and operation	●	●
Remove wheels & check condition and operation of front and rear brakes		●
Refit wheels (if applicable) / set wheel nut torque		●
Extra checks as per manufacturer schedule	●	●
<b>Final checks</b>		
Carry out road test	●	●
Check exhaust emissions and idle speed	●	●
Wash & vacuum vehicle	●	●
Re-set service light (most models)	●	●
Stamp customer's service book	●	●
Deliver vehicle to specified address	●	●

Any additional items/work is subject to additional charge