

One sheet per technician per day. List every stop, including supply runs and callbacks.

Technician

Date

Vehicle no.

Shift start

Start odometer

End odometer

Total miles

Shift end

Jobs and stops

Job no.	Customer / location	Arrive	Depart	Work done	Status

Status: C = complete, R = return visit needed, P = waiting for part, Q = quote given.

Parts to reorder

Notes and follow-ups for the office

_____ Technician signature	_____ Supervisor review	_____ Date
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