



CHECK- IN FORM

1. CUSTOMER INFORMATION

NAME:	PHONE NUMBER:	WORK #:
EMAIL:	TIME ARRIVED:	DATE:

2. BIKE DETAILS

LIC. PLATE NUMBER :	MODEL:	COLOR:
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3. SERVICE TYPES (TICK BOX)

FIRST SERVICE AT 1,000 KM OR ONE MONTH:		TCD PREP SERVICE:	
SECOND SERVICE AT 3,000 KM or 3 MONTHS:		TCD PASS:	
FULL SERVICE		TCD PASS AND LICENSE:	
ESTIMATE DAMAGE (\$150 – PAID IN ADVANCE):		TCD PASS, LICENSE AND INSURE:	

4. CUSTOMER CONCERNS: CHECK APPROPRIATE BOXES

PLEASE ADJUST, INSTALL OR REPLACE/PLEASE DIAGNOSE AND REPAIR	
TIRES	PLASTIC PANELS
BRAKE PARTS	ENGINE OIL
BATTERY/LIGHT SWITCHES	HARD OR NOT STARTING
ENGINE NOISE	WEAK NOISY BRAKES

5. ADDITIONAL COMMENTS

6. CYCLE CARE POLICIES

Same day service: ONLY 1K SERVICES DROPPED OFF BEFORE 9AM ARE GUARANTEED FOR SAME DAY RELEASE.

Storage policy: Due to our limited space we must charge a fee of **\$30 per day** for bikes not collected after two days of work being completed. Bikes left over **30days** will be **sold** to defray costs. You will be given a courtesy call to allow arrangements to be made.

Deposit: If your cycle requires a deposit before work can commence, this must be paid with-in two days of receiving your estimate. Cycles must be removed from Cycle Care Ltd. property if no deposit has been made after two days. Cycles on Property after two days will be charged a storage fee of **\$30 per day**.

1. If work surpasses what the client has specified, Cycle Care Ltd. shall call the client for approval and accept a deposit for any additional works over \$250.
2. Jobs over \$500 require a deposit of half the estimated cost.

Accident Damage Claims:

1. Accident damage estimate must be collected by customer within two (2) business day after completion.
2. After receiving the estimate, the customer has 2 business days to decide on how to proceed with the bike.
3. Within that 2 days, the customer has the following options:
 - 3.1 To pay the required deposit for repairs.
 - 3.2 Remove the bike from our premises.
 - 3.3 Pay drop off fee to Cycle Care Ltd for the delivery.
 - 3.4 Failure to do 3.1 to 3.3, bikes will be moved off of Cycle Care Ltd. property to adjacent parking bays.

WHILE CYCLE CARE LTD TAKES PRECAUTIONS TO ENSURE CUSTOMERS BIKES ARE LOCKED & SECURE IN OUR YARD. CYCLE CARE LTD CANNOT ACCEPT LIABILITY FOR LOSS OR DAMAGED CAUSED TO ANY BIKE WHILST PARKED ON OUR PROPERTY.

I HAVE READ AND UNDERSTAND CYCLE CARE LTD'S POLICIES AND LOCKED MY CYCLE.

SIGNATURE