[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Vendor service report

Record each contractor visit - what was done, how long it took, and whether it passed.

Report number: _____

Vendor: _____

Engineer: _____

Date of visit: _____

Service type: _____

Work performed [Describe the work carried out.]

Time on site

(1) Arrived: _____

Departed: _____

Total hours: _____

Findings and recommendations

(1) Finding: _____

Recommendation: _____

Quoted: _____

(2) Finding: _____

Recommendation: _____

Quoted: _____

Satisfaction

Work satisfactory: _____

Follow-up required: _____

Sign-off

Engineer: _____ **Facilities contact:** _____ **Date:** _____