

Classification	V . O . R .	SAFETY CRITICAL/ ADR RELATED
Warranty <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Policy <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
Del Damage <input type="checkbox"/>		

Section K overleaf MUST be completed in full

WARRANTY / POLICY CLAIM REPORT REQUEST

PLEASE CONTACT BODYLINE BEFORE COMMENCEMENT OF ANY REPAIRS UNDER WARRANTY
SECTIONS B AND C TO BE COMPLETED BY CUSTOMER. SECTIONS A, D-K INTERNAL USE ONLY

A Warranty Details - Internal Use Only		
Date	Original Body/Order No.	Job No.
	Claim No.	
Job Title		
Raised by		

B Customer Details		
Customer	Address	
	Suburb	Postcode
Customer Contact	Postal Address	
	Telephone	Facsimile
Originator	Contact Telephone	Date

C Order Details			
Description of Product	Fleet Number	Date into Service	Registration Number
VIN	Failure Date	Odometer Reading	Date In
Claim Item / Complaint			
1			
2			
3			
4			
5			

D Corrective Action - INTERNAL USE ONLY
Corrective Action
1
2
3
4
5

E Budget Costs - INTERNAL USE ONLY																																																																			
<table border="1"> <tr><th colspan="2">Summary of Budget</th></tr> <tr><td>Material Cost</td></tr> <tr><td>Consumable Cost</td></tr> <tr><td>Labour Cost</td></tr> <tr><td>Freight Cost</td></tr> <tr><td>Contingency Cost</td></tr> <tr><td>Total Cost Incurred (excl GST)</td></tr> <tr><td><i>Less Recoverable Cost</i></td></tr> <tr><td>Net Total Cost (excl GST)</td></tr> </table>	Summary of Budget		Material Cost	Consumable Cost	Labour Cost	Freight Cost	Contingency Cost	Total Cost Incurred (excl GST)	<i>Less Recoverable Cost</i>	Net Total Cost (excl GST)	<table border="1"> <tr><th colspan="4">Budget Costs by Line Item</th></tr> <tr><th>Description</th><th>W/C</th><th>Labour (h)</th><th>Material</th></tr> <tr><td>Item 1</td><td></td><td></td><td></td></tr> <tr><td></td><td>98</td><td></td><td></td></tr> <tr><td>Item 2</td><td></td><td></td><td></td></tr> <tr><td></td><td>98</td><td></td><td></td></tr> <tr><td>Item 3</td><td></td><td></td><td></td></tr> <tr><td></td><td>98</td><td></td><td></td></tr> <tr><td>Item 4</td><td></td><td></td><td></td></tr> <tr><td></td><td>98</td><td></td><td></td></tr> <tr><td>Item 5</td><td></td><td></td><td></td></tr> <tr><td></td><td>98</td><td></td><td></td></tr> <tr><td>Subtotal (hours)</td><td></td><td>97</td><td></td></tr> <tr><td></td><td></td><td>98</td><td></td></tr> </table>	Budget Costs by Line Item				Description	W/C	Labour (h)	Material	Item 1					98			Item 2					98			Item 3					98			Item 4					98			Item 5					98			Subtotal (hours)		97				98	
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NOTE: Refer Section L for invoice details of recoverable costs																																																																			
Sections F - L Overleaf																																																																			

F Approval to Proceed - INTERNAL USE ONLY
Authorised by:
Date:

G | Action Taken - INTERNAL USE ONLYAction Taken *If insufficient space, attach additional pages*

H | Parts Despatch Details - INTERNAL USE ONLY

Despatch to			
Address		Postcode	
Contact	Phone Number	Fax Number	

I | Order Complete - INTERNAL USE ONLY

Name of Repairer:	Date of Repair Completed:	Signature:
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J | Returned Parts - INTERNAL USE ONLY

PARTS RETURNED TO MTA (Please tick)	YES	Date Received
	NO	Received By
		Action <input type="checkbox"/> Dispose <input type="checkbox"/> Rework <input type="checkbox"/> Return to Supplier
Further Comments		

**Identification of Product in which Safety or ADR Related Defect May Exist
INTERNAL USE ONLY -****K | THIS MUST BE COMPLETED FOR SAFETY AND/OR ADR RELATED REPORTS**

Product Type	Part / Order Number(s)	Qty	Rework		Scrap	
			tick	Order Number	tick	Financial Controller Approval
Stock on Hand						
Stock on Order						
Product in W.I.P.						
Product in Service						

L | Recoverable Costs - INTERNAL USE ONLY

Claim Item	Amount Recoverable	From Supplier	Supplier Name	Supplier Contact
1				
2				
3				
4				
5				