

VEHICLE REPAIR

POLK COUNTY MAINTENANCE DEPARTMENT
JAY BURKS, MAINTENANCE ENGINEER
110 Allie Bean
Livingston, TX. 77351
OFFICE 936-327-6808
FAX 936-327-6886

VEHICLE NUMBER DEPARTMENT LICENSE PLATE

REQUESTED BY: CONTACT PHONE:

SERVICE START DATE: COMPLETE BY DATE:

WORK REQUESTED:

OIL CHANGE ROTATE/BALANCE TIRES REPAIR/PATCH TIRE

NEW TIRES FRONT BRAKES REAR BRAKES

TUNE UP FRONT END ALIGNMENT WIPER BLADES

BATTERY STATE INSPECTION

OTHER REPAIRS AND ADDITIONAL INFORMATION

PLEASE GIVE SPECIFIC DETAILS FOR REPAIRS NOT SHOWN ABOVE:

UNLESS OTHERWISE ARRANGED, KEYS WILL BE LEFT AT THE FRONT OFFICE UPON
COMPLETION OF REQUESTED SERVICE, CONTACT OFFICE TO SCHEDULE APPOINTMENT TIMES
ONCE SERVICE HAS BEEN STARTED, ANY CHANGES IN REQUESTED WORK MUST BE DONE IN
THE FRONT OFFICE