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| **Call taken by** *(staff name)*: |
| **Office/workshop: Ext:** |
| **Time notified:** am pm**Date notified:** |
|  **Roadside Repair?**  **Tow? *(If a perishable load or dangerous goods etc. are present)*** **Comments:** **...…………………………………………………………………………….…..…..……………………****…………………………………………………………………………….……....……………………...****………………………………………….…………………………………………………………………****……………………………………………………….........................................................................****……………………………………………………….........................................................................****……………………………………………………….........................................................................****Driver’s needs?** *(i.e, warm clothes, water or food as required):***……………………………………………………….........................................................................****……………………………………………………….........................................................................**

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| **Mechanic: Company:** |
| Phone number: Notified on:  |
| Job description:  |
| Job/order No: |
| Charged to: Company account MasterCard/Visa/Amex Other |

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| **Driver’s name:**  |
| **Driver’s mobile number:** **Truck phone no:** **Vehicle location (*street, nearest town, landmark*):** **………………………………………………………............................................................****………………………………………………………............................................................** |
| **Fleet number:****Vehicle make/model:****Combination configuration:** **Odometer/hub:****Registration no:****Vehicle position?** (*is it on the road*?):**Are road safety markers in position?** |
| **Laden / unladen vehicle** (*please circle*)**Load:** **Is a site clean-up required?** *(Are brooms and other equipment needed?)***………………………………………………………............................................................****……………………………………………………….............................................................** |
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| **Subcontractor *(if any)*:**  |
| Phone number: Notified on:  |
| Job description:  |
| Job/order No: |
| Charged to: Company account MasterCard/Visa/Amex Other |

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