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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):*  **……………………………………………………….........................................................................**  **……………………………………………………….........................................................................**   |  | | --- | | **Mechanic: Company:** | | Phone number:  Notified on: | | Job description: | | Job/order No: | | Charged to:  Company account MasterCard/Visa/Amex Other | | |  | |  |  |  | |  | | --- | | **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?)*  **………………………………………………………............................................................**  **……………………………………………………….............................................................** | | |  | | --- | | **Subcontractor *(if any)*:** | | Phone number:  Notified on: | | Job description: | | Job/order No: | | Charged to:  Company account MasterCard/Visa/Amex Other | | |