

Mobile Auto Detailer Intake and Handoff

Document the vehicle before, during, and after every detail.

Service expectations, visible damage, belongings, and before-and-after photos often live in separate messages or camera rolls, creating scope confusion and customer disputes.

01 INTAKE

CAPTURE ONCE. HAND OFF CLEANLY.

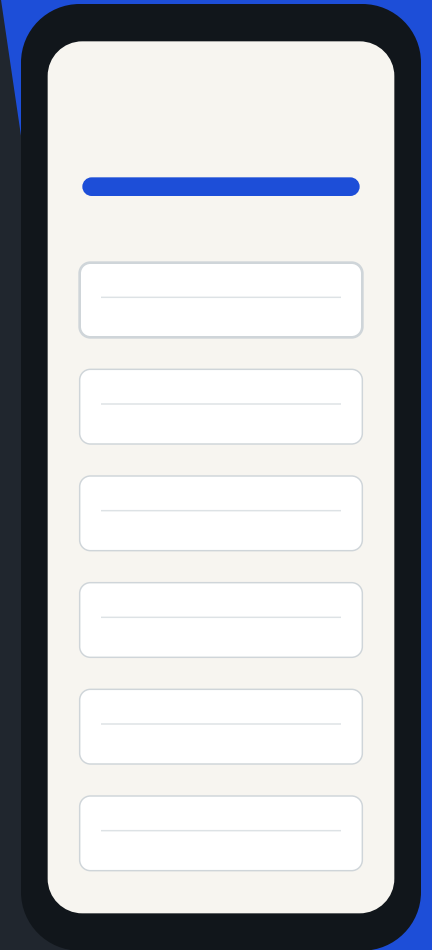
02 BASELINE

CAPTURE ONCE. HAND OFF CLEANLY.

03 APPROVE

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



Job and Vehicle Brief

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

JOB ID AND DATE

CUSTOMER CONTACT

VEHICLE YEAR, MAKE, AND MODEL

PLATE OR FLEET UNIT

REQUESTED SERVICES

CUSTOMER PRIORITIES

KNOWN CONDITION CONCERNS

SITE ACCESS AND CONSTRAINTS

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Requested Services and Result

INTAKE

BASeline

APPROVE

DELIVER

VERIFY

HANDOFF

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

AREA	CONDITION	BODY MARK	PHOTO ID	WORK	RESULT

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNs / DECISION NEEDED

Exterior Condition and Body Map

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Interior Condition and Belongings

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Work Performed

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

AUTHORIZED SCOPE / APPROVED CHANGE

WORK PERFORMED / CURRENT STATUS

PRODUCT OR TOOL	PURPOSE	QTY	TECH	STATUS

LABOR / TIME / SEQUENCE

EVIDENCE REFERENCES

UNFINISHED / RETURN WORK

Final QC and Photo Index

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Pickup and Customer Handoff

INTAKE

BASELINE

APPROVE

DELIVER

VERIFY

HANDOFF

Handoff gate

Close the record only when every exception has an owner and next step

- ☐ Before-photo set complete
- ☐ Limitations documented
- ☐ Interior QC complete
- ☐ Keys and belongings returned
- ☐ Approved scope completed
- ☐ Exterior QC complete
- ☐ After-photo set complete
- ☐ Customer handoff time recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS