U.S. Postal Service

SCHEDULED/UNSCHEDULED SHOP MAINTENANCE RECORD

Date

Assigned Location of Vehicle	Employee Assigned To Job	Vehicle No. *(Enter in red vehicles carried over from previous day.)*	Service Code*	Replacement Vehicle No.	Work Order No.	Date Work Order Prepared	Received in Shop		Work Completed		Dispatcher Notified		No. Calendar Days in Shop	Reason for delay in completing repairs
							Date	Time	Date	Time	Date	Time		

PS Form **4513-A,** May 1989

*See Service Codes Form 4513 *(Continue on reverse)*

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Fleet Manager *(Signature)*

General Supervisor or Supervisor *(Signature)*

*See Service Codes Form 4513