OIL & MAINTENANCE / 01

DOCUMENT THE VEHICLE AND REQUESTED SERVICE

Use non-sensitive facts. Let the provider verify the vehicle and applicable manufacturer information.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Vehicle year, make, model, trim or engine if known, and non-sensitive identifiers needed for initial discussion

Current odometer, service indicator or message, and owner-manual maintenance information visible to the owner

Requested oil or maintenance service in the owner's words and the practical outcome wanted

Last known related service date and odometer, provider records available, and any gaps in history

Direct observations, warning messages exactly as shown, changes noticed, and when they occur without diagnosing a cause

Driving or operating conditions only if the owner manual distinguishes them; unknown facts for the provider to verify

Preparation only. Not a diagnosis, service interval, fluid or parts selection, procedure, warranty interpretation, recall, roadworthiness, safety, or legal guide.

OIL & MAINTENANCE / 02

MAP SERVICE SCOPE AND AUTHORIZATION

Ask the provider to itemize the proposed work and contact you before any change.

Vehicle and manufacturer information the provider will verify before confirming the service scope

Labor, fluid specification and quantity, filter or other parts, seals or hardware, and disposal or shop items as proposed

Included observations, inspections or checks, how findings are reported, and what requires separate diagnosis

Service indicator or maintenance-record update, labels, digital records, and completion documents included

Written estimate or service order, assumptions, exclusions, authorization contact, approval method, and added-work limit

Appointment, drop-off, keys, access, wait, completion notice, pickup, payment, follow-up, and issue-resolution terms

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OIL & MAINTENANCE / 03

PLAN RECORDS, APPOINTMENT, AND FOLLOW-UP

Tick what is ready. Do not use this worksheet to decide whether the vehicle is safe to drive.

- [ ] Vehicle, odometer, known history, and requested service are recorded without sensitive details
- [ ] Owner-manual or service-indicator information is available for provider verification
- [ ] Full VIN, registration, insurance, payment, credentials, and other private records stay out of a public request
- [ ] Labor, materials, quantities, parts, checks, records, assumptions, and exclusions will be itemized
- [ ] A written estimate or service order and added-work authorization method will be confirmed
- [ ] Observations and findings will be reported without treating this worksheet as a diagnosis
- [ ] Completion documentation, service indicator or record update, follow-up, and issue resolution will be compared
- [ ] Timing, complete price structure, warranty or service terms, and other written terms will be compared

Owner manual, manufacturer information, prior records, current odometer, and service indicator available

Appointment, secure vehicle identification, drop-off, keys, authorization contact, pickup, and payment questions

Completion record, materials and parts record, findings, follow-up, warranty or service-term questions

Preparation only. Not a diagnosis, service interval, fluid or parts selection, procedure, warranty interpretation, recall, roadworthiness, safety, or legal guide.

OIL & MAINTENANCE / 04

QUESTIONS FOR THE SERVICE PROVIDER

Record the answer and the estimate, service order, completion record, or written term that supports it.

Verification: how will you confirm the exact vehicle and manufacturer information used for the proposed service?

Scope: what labor, fluid, quantities, filter or other parts, shop items, checks, resets, records, and exclusions apply?

Findings: what observations or checks are included, how are results reported, and what needs separate diagnosis?

Authorization: how will you obtain approval before extra work, different materials, added parts, or a higher total?

Appointment: what drop-off, key, access, wait, completion, pickup, payment, and follow-up arrangements apply?

Terms: what estimate, completion record, parts or workmanship terms, issue resolution, timing, complete price structure, and other terms apply?

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OIL & MAINTENANCE / 05

COMPARE THE SAME OIL AND MAINTENANCE SCOPE

Use A and B in every box. Clarify different vehicle or service assumptions first.

Provider A / Provider B / estimate dates / vehicle, odometer, owner information, history, and requested service reviewed

Verified service, labor, fluids, quantities, filter or parts, shop items, included checks, reset, records, and exclusions - A / B

Estimate, authorization, separate diagnosis, appointment, timing, completion record, findings, follow-up, and issue resolution - A / B

Complete price structure, parts or workmanship terms, scope-change process, payment, and other written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose; this step is optional. Start an Oil & Maintenance request and share non-sensitive vehicle facts so participating pros can compete with proposals. Compare scope, materials, checks, authorization, timing, price structure, records, terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. The provider may need to review the vehicle and manufacturer information before confirming the service scope.

Planning guide: https://www.pickyourpro.ai/services/oil-service

FTC: Auto Repair Basics (official reference)

NHTSA: Summer Driving Tips (official reference)

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