

Service Advisor Daily Route Sheet



Advisor: _____ Date: _____ Sheet: _____ of _____

Start with carryovers. Record a next update time for every open vehicle. Cross out the row after pickup.

RO #	Customer / Vehicle	W / D	Tech	Promise time	Status	Last contact	Next update	Next action / Notes

W = Waiting D = Drop-off Status: Queue / Inspect / Approval / Parts / Repair / Ready

Carryovers and priority follow-ups