ANCHOR AUTOMOTIVE / SPRINGTOWN, TX

Fleet planning and onboarding

Blank sample workflow. Complete it with your business records; it is not an Anchor customer case or a service guarantee.

Unit record

Business / unit number / vehicle / engine

Mileage / hours / duty: load, routes, towing, idling

Last service / records available / next due

Onboarding and approval

Primary contact / backup / how to reach them

Who approves work / spending limit / escalation

Scheduling window / downtime needs / driver handoff

Service report outline

Concern reported / findings and supporting evidence

Work proposed / estimate / approval and date

Work completed / verification / follow-up items

Next visit

Next date or mileage / items to monitor

Invoice recipient / reporting needs (no payment credentials)