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| **派車單** |
| **填寫日期\*：** |
| **駕駛人\*** |  | **乘車人數\*** |  |
| **車號\*** |  | **加油種類\*** |  |
| **行照\*** |  | **鑰匙\*** |  |
| **開車前檢查** |
| **刮傷** |  | **後照鏡** |  |
| **漏水** |  | **漏油** |  |
| **備胎、千斤頂** |  | **燈具** |  |
| **雨刷** |  | **喇叭** |  |
| **機油** |  | **水箱** |  |
| **胎壓** |  | **剎車油** |  |
| **里程表數** |
| **開車前里程數** |  | **回廠後里程數** |  |
|  | **累積里程數** |  |
| **開車後檢查** |
| **刮傷** |  | **後照鏡** |  |
| **漏水** |  | **漏油** |  |
| **備胎、千斤頂** |  | **燈具** |  |
| **雨刷** |  | **喇叭** |  |
| **機油** |  | **水箱** |  |
| **胎壓** |  | **剎車油** |  |
| **備註** |  |
| **交還日期\*** |  | **保管人簽名\*** |  |