

Procedure For Requesting Service For Program Vehicles

In an effort to automate some processes regarding Vehicle Issues and Concerns and get all the information needed without numerous emails the below jot form has been created.

<https://forms.bamsi.org/241623947990063>

You will need the information below to complete the Jot Form

- **License Plate Number:** so we can be sure to be talking about the correct vehicle
- **Vehicle Location:** this will help if we happen to have the vehicle registered at a different location we can then correct the garaging for insurance purposes
- **Vehicle Issue:** ie. the battery, inspection sticker, flat tire, lift issues, dashboard lights on to name a few
- **Mileage:**
- **Contact Person: Program Manager**
- **Contact Person: Cellphone Number**
- **Program: Telephone Number:**

Please complete the required fields * then submit.

Once submitted Capital Lease will be notified and will coordinate a day and time to get the vehicle serviced. Please remember some services take priority over others such as a lift problem will supersede an oil change. Please be patient, if you do not hear from Capital Lease within three business days, please email Cheryl Glass at cherylglass@bamsi.org and she will follow-up. At no time should you be reaching out to Capital Lease unless they called you and left you a message to return their call.