



## [FULL] SERVICE FORM

**"A bicycle should have a full service every 12 months, or more depending upon usage/conditions/other circumstances"**

Customer Full Name		Bike Make and Model	
Customer Phone*		Frame Number	
Customer email*		Date of Service	
Customer postcode*		Mechanics Full Name	

*\* Personal information will not be shared with any third parties unless required to do so by law. We respect your privacy and the purpose of collecting contact information is purely to help us help you; to contact you for service/training info, to keep a record of any work that may be necessary/completed, to keep you updated of related offerings, and also to prove to current or future sponsors/funders of the need for the services we offer [all personal data will be withheld – for statistics only]. Ideally we like to do this digitally for ecological reasons.*

Task	Notes
Visually inspect bike. Check all gear configurations (including chain wear) and operation of brakes. Check for play in BB, headset and hub bearings. Check for wear; especially on rims, brake pads, tyre tread, sidewalls, noting parts that are definitely worn and also any damage. Price any additional parts	
Check frame and fork alignment, removing bottlecages and any other accessories fitted that would prevent access	
Remove Chain, cassette, chainset, front & rear derailleurs for cleaning and detailed inspection. Remove BB, Headset and fork bearings	
Clean frame, fork & wheels. Face frame and disc-mounts if required	
Clean and degrease BB tube & Headshell	
Strip down hubs for servicing. Repack hubs with grease and new bearings ensuring smooth rotation with no play	
True wheels, pump tyres to recommended pressure. Replace tubes or tyres if necessary. Recycle old tubes and tyres if possible	
Fit BB and Headset bearings, reinstall fork	
Replace all inner and outer gear and brake cabling if corrosion and/or wear noted during inspection (though allow client to ultimately decide after explaining)	
Refit rear wheel, align and index gears, checking/straightening rear mech hangar	
Fit/bleed brakes and pads if required, adjusting and realigning as necessary. Note whether mineral oil or dot fluid required (only relevant on hydraulic brakes)	
Lubricate gears, run through all gears and wipe off excess lube	

