WORK ORDER

Shop name _____

Address _____

Phone _____ Email _____

Work order no. _____

Date _____

Technician _____

CUSTOMER

Name _____

Phone _____

Email _____

VEHICLE

Vehicle _____

VIN _____

Plate / Miles _____

CUSTOMER CONCERN

PARTS

Qty	Part description	Part no.	Unit price	Amount

LABOR

Labor description	Hours	Rate	Amount

NOTES

Parts _____

Labor _____

Shop supplies / fees _____

Discount _____

Sales tax _____

Estimated total _____

Customer authorization: I authorize the shop to inspect and repair the vehicle as described on this work order and agree to pay for parts and labor. The shop will contact me before doing work not listed here.

Customer signature _____ Date _____

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