Shop name / logo
Address · Phone

WORK ORDER FORM

Work order no: _____ Date: ___/___/_____ Est. completion: ___/___ ___:___

CUSTOMER AND VEHICLE

Full name _____ Phone _____ Plate _____

Make / model _____ Model year _____ Mileage _____

VIN _____ Check-in no _____

COMPLAINT

_____

_____

DIAGNOSIS / WORK TO BE DONE

_____

_____

_____

PARTS AND LABOUR

#	TYPE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	☐ P ☐ L				
2	☐ P ☐ L				
3	☐ P ☐ L				
4	☐ P ☐ L				
5	☐ P ☐ L				
6	☐ P ☐ L				
7	☐ P ☐ L				
8	☐ P ☐ L				
9	☐ P ☐ L				
10	☐ P ☐ L				
11	☐ P ☐ L				
12	☐ P ☐ L				

P: parts · L: labour

CUSTOMER APPROVAL

I have read the work and the price quote above.

☐ I approve ☐ I decline

☐ Approved by phone → person: _____ time: ___:___

_____ _____

Customer — name, signature Date / time

Subtotal	
Discount	
VAT / tax (___%)	
Grand total	

SHOP

Technician _____ Quality check _____ Delivery date _____

Notes _____

Payment ☐ Cash ☐ Card ☐ Bank transfer ☐ On account → due: ___/___/____

Your personal data is processed by _____ (shop) to provide the service; ask the shop for its privacy notice.

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