Mechanic work order template

Work order number: _____ **Date in:** _____ **Ready by:** _____

Customer

Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Vehicle

Make and model: _____ **Registration:** _____

VIN: _____ **Year:** _____

Mileage in: _____ **Fuel level in:** _____

Customer complaint (in the customer's words)

_____

_____

_____

Work authorised and estimate

Work to be done	Estimate
Estimate total	

Call the customer before any extra work above (amount): _____

_____ _____

I authorise the work above (customer signature) Date

Extra work agreed by phone

Time of call	Work and reason	Price	Answer (yes, no)	Called by

Mechanic work order template

Parts

Part number	Description	Qty	Unit price	Total
			Parts total	

Labour

Work done	Technician	Hours	Rate	Total
			Labour total	

Summary	Amount
Parts	
Labour	
Other (materials, disposal)	
Subtotal	
Tax (rate %)	
Total to pay	

Notes and recommendations for the next service:

Work done and checked by (name, signature) Date

Vehicle collected (customer signature) Date Mileage out