**Microsoft Word
Automotive
Work Order
Template**



**Company Name**

123 Company Address Drive

Fourth Floor, Suite 412

Company City, NY 11101

321-654-9870

email address

Your Logo

|  |
| --- |
| WORK ORDER |
| Client Name |   | Order Number |   |
| Client Phone |   | Order Received By |   |
| Order Date & Time |   | Date Promised |   | Date Delivered |   |
|  |  |  |  |  |  |  |  |  |
| VIN |  |
| Odometer Reading |   | Make and Model |   |
| License # and State |   | Motor # |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Lubricate |  | Wiper Replacement |  | Air Filter Replacement |
|  | Change Oil |  | Car Wash |  | Spark Plug Replacement |
|  | Transmission Service |  | Polish / Detailing |  | Exhaust System Check |
|  | Battery Replacement / Check |  | Tire Rotation and Alignment |  | Electronics |
|  | Differential Service |  | Brake Inspection / Replacement |  | Suspension and Steering Check |
|  | Flat Tire Repair |  | Coolant System Flush |  | Electric/Hybrid Vehicle Battery Svc |
|  | ADAS (Advanced Driver Assistance Systems) Calibration |  | Other |

|  |  |
| --- | --- |
| LABOR DESCRIPTION | AMOUNT |
|   |   |
|   |   |
|   |   |
|  |  |  |  |  |  |  | LABOR TOTAL |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PART NUMBER | PART NAME | QUANTITY | PRICE PER UNIT | AMOUNT |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |  |  | PARTS TOTAL |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Order Compiled By |   |  |  | SUBTOTAL |   |
|  |  |  |  |  |  | TAX RATE % |   |
| Work Authorized By |   |  | TOTAL TAX |   |
| Authorizing Party Signature |   |  | OTHER |   |
| Authorization Date |   |  | TOTAL |   |

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