PDF Automotive Work Order Template

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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 Sarah Goodwin					Ord	der Num	ber	0012	2345		
Client Phone 555-987-6543					Order Received By		Jason Desjardins				
Order Date & Time 11/09/20XX 9:00 A		м	Date Promised	11/09/20XX			Da	te Delivered	11/09/20XX		
VIN 1HGBH41JXMN				112							
00	dometer Reading	58,000 miles		Make and Model	Toyota C	amry 20	18				
Lice	ense # and State	ABC-1234, WA			Motor #	4G63	IJК				
_	tubele etc.		_	Ware Dealers				10.5	iter Development		
~	Lubricate			Wiper Replaceme	ent				Iter Replacer		
X	Change Oil			Car Wash					k Plug Replac		
_	Transmission Servi			Polish / Detailing					iust System C	heck	
_	Battery Replacen		~	Tire Rotation and					tronics		
_	Differential Servic	e	Х	Brake Inspection		ent				teering Check	
_	Flat Tire Repair	d Driver Assistance S		Coolant System F	lush			Elect		lybrid Vehicle Battery Svo	
	or Description									Amount	
Oil	Change Service (3	3 hours) - \$75.00 per								\$225.	
Oil	Change Service (3	3 hours) - \$75.00 per eplacement (2 hour							Labor Total		
Oil Bro	Change Service (3 ake Inspection & Re	eplacement (2 hour			Que	antity		Price		\$225. \$150. \$375.0	
Oll Bro Part	Change Service (ake inspection & Re					antity			per Unit	\$225. \$150. \$375.0 Amount	
Oil Bro Part	Change Service (ake Inspection & Re Number 2	eplacement (2 hour				1		\$2	per Unit 25.00	\$225. \$150. \$375.0 Amount \$25.	
Oll Bro Part 112	Change Service (; ike inspection & Re Number 2 5	eplacement (2 hour						\$2 \$2	per Unit	\$225. \$150. \$375.0 Amount	
Oil Bro	Change Service (ike inspection & Re Number 2 5 5	eplacement (2 hour				1		\$2 \$2 \$2	per Unit 25.00 20.00	\$225. \$150. \$375.0 Amount \$25. \$20.	
Oll Bro Part 112 314 445	Change Service (ike inspection & Re Number 2 5 5	eplacement (2 hour				1 1 1		\$2 \$2 \$2	per Unit 25.00 20.00 20.00	\$225. \$150. \$375.(Amount \$25. \$20. \$90.	
Oll Bro Part 112 314 445 556	Change Service (ike inspection & Re Number 2 5 5	Part Name	5) - \$	75.00 per hour		1 1 1		\$2 \$2 \$2	per Unit 25.00 20.00 20.00 50.00	\$225. \$150. \$375. Amount \$25. \$20. \$90. \$100.	
Oll Bro Part 112 314 445 556	Change Service (3 iske Inspection & Re Number 2 5 5 6	Part Name	5) - \$	75.00 per hour		1 1 1		\$2 \$2 \$2	per Unit 25.00 20.00 20.00 20.00 50.00 Parts Total	\$225. \$150. \$375.0 Amount \$25. \$20. \$90. \$100. \$235.	
Oll Bro Part 112 314 445 556	Change Service (3 iske Inspection & Re Number 2 5 5 6	Part Name By Jason Desja	rdins	75.00 per hour		1 1 1		\$2 \$2 \$2	per Unit 25.00 20.00 20.00 50.00 50.00 Parts Total Subtotal	\$225. \$150. \$375.0 Amount \$25. \$20. \$90. \$100. \$235. \$610.1	
Oll Bro Part 112 314 445 556	Change Service (3 ake Inspection & Re Number 2 5 5 6 Work Order Compiled	Part Name By Jason Desja	rdins	75.00 per hour		1 1 1		\$2 \$2 \$2	per Unit 25.00 20.00 20.00 20.00 50.00 Parts Total Subtotal Tax Rate %	\$225. \$150 \$375.0 Amount \$25. \$20. \$90 \$100. \$235. \$610.1 8.00	

Authorization Date	11/09/20XX		Total	\$658.80
Authorizing Party Signature			Other	
Work Authorized By	Sarah Goodwin		Total Tax	\$48.80
			Tax Rate %	8.00%
Work Order Compiled By	Jason Desjardins		Subtotal	\$610.00
			Parts Total	\$235.0
5566		2	\$50.00	\$100.0
4455		L. L.	\$90.00	\$90.0
3145			\$20.00	\$20.0

Labor Total \$375.00

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	Sarah Goodwin	Orc	der Number	0012345		
Client Phone	555-987-6543	Order R	eceived By	Jason Desjardins		
Order Date & Time	11/09/20XX 9:00 AM Date Promised		11/09/20>	κx	Date Delivered	11/09/20XX
VIN	1HGBH41JXMN109	112				
Odometer Reading	58,000 miles	Toyota Co	amry 2018			
License # and State	ABC-1234, WA	Motor #	4G63HJK			

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

Labor Description	Amount
Oil Change Service (3 hours) - \$75.00 per hour	\$225.00
Brake Inspection & Replacement (2 hours) - \$75.00 per hour	\$150.00
Labor Total	\$375.00

Part Number	Part Name	Quantity	Price per Unit	Amount
1122		1	\$25.00	\$25.00
3145		1	\$20.00	\$20.00
4455		1	\$90.00	\$90.00
5566		2	\$50.00	\$100.00
	· · ·	· · · · · · · · · · · · · · · · · · ·	Parts Total	\$235.00

Parts Total

Work Order Compiled By	Jason Desjardins
Work Authorized By	Sarah Goodwin
Authorizing Party Signature	
Authorization Date	11/09/20XX

Subtotal	\$610.00
Tax Rate %	8.00%
Total Tax	\$48.80
Other	
Total	\$658.80

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 S		

Labor Description	Amount

Labor Total

Part Number	Part Name	Quantity	Price per Unit	Amount
Parts Total				

Work Order Compiled By	
Work Authorized By	
Authorizing Party Signature	
Authorization Date	

Subtotal	
Tax Rate %	
Total Tax	
Other	
Total	

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