

# 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	Order Number	0012345		
Client Phone	555-987-6543	Order Received By	Jason Desjardins		
Order Date & Time	11/09/20XX 9:00 AM	Date Promised	11/09/20XX	Date Delivered	11/09/20XX
VIN	1HGBH41JXMN109112				
Odometer Reading	58,000 miles	Make and Model	Toyota Camry 2018		
License # and State	ABC-1234, WA	Motor #	4G63HJK		

<input type="checkbox"/> Lubricate	<input type="checkbox"/> Wiper Replacement	<input type="checkbox"/> Air Filter Replacement
<input checked="" type="checkbox"/> Change Oil	<input type="checkbox"/> Car Wash	<input type="checkbox"/> Spark Plug Replacement
<input type="checkbox"/> Transmission Service	<input type="checkbox"/> Polish / Detailing	<input type="checkbox"/> Exhaust System Check
<input type="checkbox"/> Battery Replacement / Check	<input type="checkbox"/> Tire Rotation and Alignment	<input type="checkbox"/> Electronics
<input type="checkbox"/> Differential Service	<input checked="" type="checkbox"/> Brake Inspection / Replacement	<input type="checkbox"/> Suspension and Steering Check
<input type="checkbox"/> Flat Tire Repair	<input type="checkbox"/> Coolant System Flush	<input type="checkbox"/> Electric/Hybrid Vehicle Battery Svc
<input type="checkbox"/> ADAS (Advanced Driver Assistance Systems) Calibration	<input type="checkbox"/> 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
<b>Labor Total</b>	<b>\$375.00</b>

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
<b>Parts Total</b>				<b>\$235.00</b>

Work Order Compiled By: Jason Desjardins

Subtotal	\$610.00
Tax Rate %	8.00%
Total Tax	\$48.80
Other	
<b>Total</b>	<b>\$658.80</b>

Work Authorized By: Sarah Goodwin

Authorizing Party Signature: \_\_\_\_\_

Authorization Date: 11/09/20XX

Authorization Date	11/09/20XX		
Authorization Signature			
Work Order Compiled By	Jason Desjardins		

Description	Quantity	Price per Unit	Amount
Oil Change Service	3	\$20.00	\$60.00
Brake Inspection & Replacement	2	\$20.00	\$40.00
Transmission Service	1	\$25.00	\$25.00
Flat Tire Repair	1	\$25.00	\$25.00
<b>Total</b>			<b>\$150.00</b>

Subtotal	\$232.80
Tax Rate %	8.00%
Total Tax	\$18.62
Other	
<b>Total</b>	<b>\$251.42</b>

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License # and State	ABC-1234, WA		Motor #	4G63HJK	

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<input checked="" type="checkbox"/>	Change Oil	<input type="checkbox"/>	Car Wash	<input type="checkbox"/>	Spark Plug Replacement
<input type="checkbox"/>	Transmission Service	<input type="checkbox"/>	Polish / Detailing	<input type="checkbox"/>	Exhaust System Check
<input type="checkbox"/>	Battery Replacement / Check	<input type="checkbox"/>	Tire Rotation and Alignment	<input type="checkbox"/>	Electronics
<input type="checkbox"/>	Differential Service	<input checked="" type="checkbox"/>	Brake Inspection / Replacement	<input type="checkbox"/>	Suspension and Steering Check
<input type="checkbox"/>	Flat Tire Repair	<input type="checkbox"/>	Coolant System Flush	<input type="checkbox"/>	Electric/Hybrid Vehicle Battery Svc
<input type="checkbox"/>	ADAS (Advanced Driver Assistance Systems) Calibration			<input type="checkbox"/>	Other

Labor Description	Amount
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Work Order Compiled By	Jason Desjardins
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Authorizing Party Signature	
Authorization Date	11/09/20XX

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Total Tax	\$48.80
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