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

				VVOR	V 1	OKDEK
CLIENT NAME			ORDER NUMBER			
CLIENT PHONE			ORDER RECEIVED BY			
ORDER DATE & TIME		DATE PROMISED		DATE DELIVERED		
VIN						
ODOMETER READING	MAKE & MODEL					
LICENSE # & STATE			MOTOR #			
LUBRICATE	LUBRICATE CHANGE OIL TRANS					
BATTERY		FLAT REPAIR		WASH	$\overline{\Box}$	
DIFF	WIPERS POLISH					
LABOR DESCRIPTION					AMOUNT	
					\$	600.00
					\$	37.50
					\$	-
					\$	-
					\$	-
					\$	-
LABOR TOTAL					\$	637.50
PART NUMBER	PARTI	NAME	QUANTITY	PRICE PER UNIT		AMOUNT
			1.00	\$ 300.00	\$	300.00
			2.00	\$ 86.50	\$	173.00
			0.00	\$ -	\$	-
			0.00	\$ -	\$	-
			0.00	\$ -	\$	-
			0.00	\$ -	\$	-
PARTS TOTAL					\$	473.00
WORK ORDER COMPILED BY				SUBTOTAL	\$	1,110.50
enter tax rate TAX RATE %						6.148%
WORK AUTHORIZED BY				TOTAL TAX	\$	68.27
AUTHORIZING PARTY SIGNATURE			enter other cost	OTHER	\$	150.00
AUTHORIZATION DATE				TOTAL	\$	1,328.77