

Shop _____
Address _____
Phone _____
CUSTOMER
Name _____
Phone _____
Reach by _____ call / text

WORK ORDER / RO # _____
Date in _____ Promised _____
Writer _____
VEHICLE
Year / Make / Model _____
VIN _____ Plate _____
Odo in _____ Odo out _____
Fuel _____ Color _____

AUTHORIZATION — COMPLETE BEFORE ANY WORK BEGINS

I authorize the work described below at the estimated price. Any work beyond the not-to-exceed amount requires my separate approval. Approval given in person / by phone / by text — circle one.

Estimate \$ _____
Not to exceed \$ _____
Old parts back _____ yes / no

Approved by _____
Signature _____
Date _____ Time _____

JOB 1 — COMPLAINT, CAUSE, CORRECTION

Complaint _____
Cause _____
Correction _____
Tech _____ Hours _____

JOB 2

Complaint _____
Cause _____
Correction _____
Tech _____ Hours _____

JOB 3

Complaint _____
Cause _____
Correction _____
Tech _____ Hours _____

PARTS USED	JOB	QTY	PART #	SOURCE
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LABOR PERFORMED	JOB	TECH	HOURS
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ALSO FOUND — ADVISED, NOT AUTHORIZED TODAY

Told customer _____ on _____

Tech signature _____
Road test / QC _____
Date out _____ Time _____

RELEASED TO _____