YOUR LOGO

WORK ORDER

Work order #
Date in
Promised
Estimate #

CUSTOMER

Name
Phone
Contact by
Address

VEHICLE

Vehicle
VIN
Plate
Mileage in
Mileage out

CUSTOMER CONCERN

TASKS

DONE	TASK	TECH	EST. HRS	ACTUAL HRS
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				

APPROVALS

WHEN	WHAT THE CUSTOMER APPROVED	AMOUNT	HOW	APPROVED BY

TECH NOTES

VEHICLE CHECK-IN

Fuel ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F
Damage
Left inside
Key tag #

WORK COMPLETED

TECHNICIAN
DATE

VEHICLE PICKED UP

CUSTOMER SIGNATURE
DATE

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