

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
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

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

Authorization Date	11/09/20XX	Total	\$658.80	
Authorizing Party Signature		Other		
Work Authorized By	Sarah Goodwin	Total Tax	\$48.80	
Work Order Compiled By	Jason Desjardins	Tax Rate %	8.00%	
		Subtotal	\$610.00	
		Parts Total	\$235.00	
2222		3	\$20.00	\$100.00
4422		1	\$20.00	\$20.00
3142		1	\$20.00	\$20.00
1122		1	\$20.00	\$20.00
Part Number	Part Name	Quantity	Price per Unit	Amount

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X	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	X	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

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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
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Part Number	Part Name	Quantity	Price per Unit	Amount
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Work Order Compiled By	
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Work Authorized By	
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Subtotal	
Tax Rate %	
Total Tax	
Other	
Total	



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