

PDF Automotive Work Order Template

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ET1: Firma Digital Segura

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2026-01-02 01:58:16

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 |
| Authorizing Party Signature | |
| Work Authorized By | Sarah Goodwin |

| | |
|------------------------|------------------|
| Work Order Compiled By | Jason Desjardins |
|------------------------|------------------|

| | |
|------------|----------|
| Total | \$228.80 |
| Other | |
| Total Tax | \$48.80 |
| Tax Rate % | 8.00% |
| Subtotal | \$210.00 |

| | | | | | |
|-------------|-----------|----------|----------------|------------|----------|
| | | | | Part Total | \$232.00 |
| 2222 | | 3 | \$20.00 | \$100.00 | |
| 4422 | | 1 | \$20.00 | \$20.00 | |
| 3142 | | 1 | \$20.00 | \$20.00 | |
| 1122 | | 1 | \$22.00 | \$22.00 | |
| Part Number | Part Name | Quantity | Price per Unit | Amount | |

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

| | | | | | |
|---|---|---|--------------------------------|--|-------------------------------------|
| | Lubricate | | Wiper Replacement | | Air Filter Replacement |
| X | Change Oil | | Car Wash | | Spark Plug Replacement |
| | Transmission Service | | Polish / Detailing | | Exhaust System Check |
| | Battery Replacement / Check | | Tire Rotation and Alignment | | Electronics |
| | Differential Service | X | Brake Inspection / Replacement | | Suspension and Steering Check |
| | Flat Tire Repair | | Coolant System Flush | | Electric/Hybrid Vehicle Battery Svc |
| | ADAS (Advanced Driver Assistance Systems) Calibration | | | | Other |

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| Subtotal | |
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| Total Tax | |
| Other | |
| Total | |

DISCLAIMER

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