

PDF Automotive Work Order Template

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Company Name		Your Logo																						
123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 Email Address		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																					
<table border="1"> <tr><td>Lubricate</td><td>Wiper Replacement</td><td>Air Filter Replacement</td></tr> <tr><td>X Change Oil</td><td>Car Wash</td><td>Spark Plug Replacement</td></tr> <tr><td>Transmission Service</td><td>Polish / Detailing</td><td>Exhaust System Check</td></tr> <tr><td>Battery Replacement / Check</td><td>Tire Rotation and Alignment</td><td>Electronics</td></tr> <tr><td>Differential Service</td><td>X Brake Inspection / Replacement</td><td>Suspension and Steering Check</td></tr> <tr><td>Flat Tire Repair</td><td>Coolant System Flush</td><td>Electric/Hybrid Vehicle Battery Svc</td></tr> <tr><td colspan="3">ADAS [Advanced Driver Assistance Systems] Calibration</td></tr> </table>				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		
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ADAS [Advanced Driver Assistance Systems] Calibration																								
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																					
1122		1	\$25.00																					
3145		1	\$20.00																					
4455		1	\$90.00																					
5566		2	\$50.00																					
			Parts Total \$235.00																					
Work Order Compiled By	Jason Desjardins		Subtotal \$610.00																					
Work Authorized By	Sarah Goodwin		Tax Rate % 8.00%																					
Authorizing Party Signature			Total Tax \$48.80																					
Authorization Date	11/09/20XX		Other																					
			Total \$658.80																					

2299	2332.00	1010.21	1010.21	1010.21
4422	2320.00	1010.21	1010.21	1010.21
3145	2300.00	1010.21	1010.21	1010.21
5566	2320.00	1010.21	1010.21	1010.21
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Company Name

123 Company Address Drive
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Your Logo

WORK ORDER

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Odometer Reading	58,000 miles	Make and Model	Toyota Camry 2018		
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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

Labor Description	Amount
Oil Change Service (3 hours) - \$75.00 per hour	\$225.00
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			Parts Total	\$235.00

Work Order Compiled By	Jason Desjardins	Subtotal	\$610.00
Work Authorized By	Sarah Goodwin	Tax Rate %	8.00%
Authorizing Party Signature		Total Tax	\$48.80
Authorization Date	11/09/20XX	Other	
		Total	\$658.80

WORK ORDER

Client Name		Order Number	
Client Phone		Order Received By	
Order Date & Time		Date Promised	

VIN			
Odometer Reading		Make and Model	
License # and State		Motor #	

Lubricate	Wiper Replacement	Air Filter Replacement
Change Oil	Car Wash	Spark Plug Replacement
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ADAS (Advanced Driver Assistance Systems) Calibration		

Part Number	Part Name	Quantity	Price per Unit	Amount

Work Order Compiled By

Subtotal	
Tax Rate %
Total Tax	
Other	
Total	

Work Authorized By	
Authorizing Party Signature	
Authorization Date	

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