

PDF Automotive Work Order Template

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ET1: Firma Digital Segura

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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
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
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

Item	Description	Quantity	Unit Price	Total
2299	Brake Fluid	1	\$20.00	\$20.00
4422	Brake Pads	1	\$40.00	\$40.00
3145	Brake Lines	1	\$90.00	\$90.00
5566	Brake Master Cylinder	1	\$50.00	\$50.00

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ADAS (Advanced Driver Assistance Systems) Calibration			Other

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T1: Firma Digital Segura 26-01-02 01:58:16		Date Promised	Date Delivered
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Work Order Compiled By

Subtotal	
Tax Rate %	
Total Tax	
Other	
Total	

Work Authorized By	
Authorizing Party Signature	
Authorization Date	

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