

# PDF Automotive Work Order Template

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<b>Company Name</b> 123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 Email Address		Your Logo		
<b>WORK ORDER</b>				
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	
			<b>\$375.00</b>	
Labor Total				
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	<b>\$235.00</b>
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	

Item	Description	Quantity	Unit Price	Line Total
2299	Brake Fluid	1	\$20.00	\$20.00
4422	Oil Change	1	\$60.00	\$60.00
3145	Brake Pads	1	\$20.00	\$20.00
5566	Brake Lines	1	\$50.00	\$50.00

**Company Name**

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 Fourth Floor, Suite 412  
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 321-654-9870  
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ADAS (Advanced Driver Assistance Systems) Calibration			Other

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ADAS (Advanced Driver Assistance Systems) Calibration		

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Work Order Compiled By

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Tax Rate %	.....
Total Tax	
Other	
Total	

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Authorizing Party Signature	
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