

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
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

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
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Subtotal	\$610.00
Tax Rate %	8.00%
Total Tax	\$48.80
Other	
Total	\$658.80

Work Authorized By	Sarah Goodwin
Authorizing Party Signature	
Authorization Date	11/09/20XX