

123 Company Address Drive  
Fourth Floor, Suite 412  
Company City, NY 11101  
321-654-9870

**Company  
Logo**

WORK ORDER

CLIENT NAME	John Smith		ORDER NUMBER	12345	
CLIENT PHONE	(555) 123-4567		ORDER RECEIVED BY	Billy Bob	
ORDER DATE & TIME	Oct 22, 12:30pm	DATE PROMISED	Oct 22, 4:30pm	DATE DELIVERED	Oct 22, 4:00pm

VIN	12345678		
ODOMETER READING	30000	MAKE & MODEL	2000 Ford Taurus
LICENSE # & STATE	123-RGB	MOTOR #	5677

TRANS

WASH

POLISH

LABOR DESCRIPTION		AMOUNT
Oil Change		\$ 30.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	LABOR TOTAL	\$ 30.00

PART NUMBER	PART NAME	QUANTITY	PRICE PER UNIT	AMOUNT
5W-30-S3	5W-30 full synthetic oil	3.00	\$ 10.00	\$ 30.00
OIL-FILTR	Oil Filter	1.00	\$ 20.00	\$ 20.00
		0.00	\$ -	\$ -
		0.00	\$ -	\$ -
		0.00	\$ -	\$ -
		0.00	\$ -	\$ -
			PARTS TOTAL	\$ 50.00

<b>WORK ORDER COMPILED BY</b>	Billy Bob
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enter other cost

<b>WORK AUTHORIZED BY</b>	John Smith
<b>AUTHORIZING PARTY SIGNATURE</b>	

SUBTOTAL	\$ 80.00
TAX RATE %	6.148%
TOTAL TAX	\$ 4.92
OTHER	\$ -

AUTHORIZATION DATE	22-Oct-18
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TOTAL	\$	84.92
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