

WORK ORDER

Free template from gearboxly.com

Shop name

Work order #

Date

Shop address

Shop phone

Promised

Customer name

Customer phone

Technician

Year

Make

Model

VIN

Mileage in

Plate

Customer concern

Type	Description	Qty / hrs	Unit price	Line total

Type: L = labor, P = part, F = fee. Line total = qty x unit price.

Notes

Labor subtotal

Parts subtotal

Fees

Tax

Total

Customer authorization to begin work. Signature

Date

Tech notes and findings go on the back or in the notes box.

Check your state's rules: some states require written estimates, customer authorization or specific wording on repair documents. This template is a starting point, not legal advice.