001001

YOUR COMPANY NAME

Address
CITY, STATE, ZIP CODE
Phone Number
Advertising Line

AUTO REPAIR ORDER

OFFICE COPY

PRINTED WITH SOY INK

BY LAW, YOU MAY CHOOSE ANOTHER FACILITY TO PERFORM ANY NEEDED REPAIRS OR ADJUSTMENTS WHICH THE SMOG CHECK TEST INDICATES ARE NECESSARY.

★ CODE N-NEW U-USED R-REBUILT

QTY	★	PART NO. OR DESCRIPTION		SALE
		Additional Materials from reverse side		
		TOTAL PARTS		

Unless otherwise provided by law, the seller (above named dealership) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

SPECIAL REPAIRS		
	TOTAL SPECIAL REPAIRS	

Date

Time Received

A.M. P.M.

Promised A.M. P.M.

Written By

Cust. Order No.

Name

Address

City

Phone when ready Yes ☐ No ☐

Vin. No.

PHONE Bus.

Res.

Year-Make-Model | License No. | Odometer

ESTIMATE AMT.	
ADD'L AUTH. AMT.	
REVISED ESTIMATE	

DATE: | APPROVED BY

TIME: | ☐ IN PERSON ☐ PHONE

I hereby authorize the repair work below to be done along with the necessary material, and hereby grant you and/or your employees permission to operate the car, truck or vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car, truck or vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

Authorized By ____________________

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE. ____________________ (SIGNATURE OR INITIALS)

OPERATION	LAB. CHG.
Lubrication ☐	
Change Oil ☐	
Change Oil Filter Cart. ☐	
Service Air Cleaner ☐	
Change Trans. Oil ☐	
Adjust Transmission ☐	
Hazardous Waste ☐	
Pack Front Wheel Brgs. ☐	
Rotate Tires ☐	
Adjust Brakes ☐	
Retain Parts ☐	
Destroy Parts ☐	

OPER. NO.	REPAIR ORDER LABOR INSTRUCTION	INTERNAL	

QTY.		SALE
	GALS. GAS	
	QTS. OIL	
	LBS. GREASE	
	TOTAL GAS OIL GREASE	

BILLING
☐ CASH
☐ CHARGE
☐ INTERNAL
OK'D BY

INTERNAL SUMMARY		
ACCT	CHARGE	COST

RECOMMENDED SERVICE:

1.
2.
3.
4.
5.

Environmental Charges	
Total Labor	
Labor-Body Shop	
Special Repairs	
Parts	
Tires	
Gas, Oil & Grease	
Paint & Body Shop Materials	
Materials	
Sales Tax	
TOTAL	

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