

Auto Repair Order Form Sample Template

Auto repair order form sample template streamlines the vehicle service process by clearly detailing customer information, vehicle specifics, and repair instructions. Designed for efficiency, it helps auto shops document work accurately and improve communication. Use this template to enhance workflow and ensure comprehensive service records.

Customer Information			
Name	Phone	Email	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vehicle Information			
Make	Model	Year	VIN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
License Plate	Mileage	Color	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Service Details	
Date Received	Expected Completion Date
<input type="text"/>	<input type="text"/>
Description of Problem / Work Requested	
<input type="text"/>	
Technician Notes / Diagnosis	
<input type="text"/>	

Parts & Labor				
Part/Service	Quantity	Unit Cost	Labor Hours	Total
<input type="text"/>				
<input type="text"/>				
Grand Total				<input type="text"/>

Customer Authorization Signature	Date	Technician Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Repair Order