

Auto Repair Service Order Form Sample

Streamline your vehicle maintenance with this **auto repair service order form sample**, designed to provide clear documentation of all repairs. The form includes an itemized list of parts to ensure transparency and accurate billing. Perfect for both mechanics and customers seeking detailed service records.

Customer & Vehicle Information

Customer Name		Order No.	
Phone		Date	
Address			
Vehicle Make		Model	
Year		VIN	
License Plate		Mileage	

Service Requested / Description of Problem

Itemized Parts & Labor

#	Description	Part Number	Qty	Unit Price	Total
1	Oil Filter	OF-123	1	\$8.00	\$8.00
2	Engine Oil (5W-30)	EO-530	5	\$6.00	\$30.00
3	Brake Pads (Front)	BP-456	1	\$55.00	\$55.00
Parts Subtotal					\$93.00
Labor Performed			Hours	Rate	Total
Oil Change			0.5	\$70.00	\$35.00
Brake Pad Replacement			1.0	\$70.00	\$70.00
Labor Subtotal					\$105.00
Shop Fees					\$10.00
Total Due					\$208.00

Customer Signature		Date	
Service Advisor		Date	

Thank you for choosing our auto repair service. Please retain this form for your records.