REPAIR ORDER

RO # _____

Date _____ Promised _____

_____
SHOP NAME, PHONE

CUSTOMER

NAME	PHONE	EMAIL
ADDRESS		OK TO TEXT? ☐ Yes ☐ No

VEHICLE

YEAR	MAKE	MODEL	VIN	
PLATE / STATE		COLOR	ODOMETER IN	ODOMETER OUT

CUSTOMER CONCERNS (COMPLAINT · CAUSE · CORRECTION)

	COMPLAINT (CUSTOMER'S WORDS)	CAUSE (WHAT WE FOUND)	CORRECTION (WHAT WE DID)
1			
2			
3			

LABOR, PARTS, AND FEES

JOB #	KIND	DESCRIPTION (PART # OPTIONAL)	QTY / HRS	PRICE / RATE	AMOUNT

Kind: L = labor (hours × rate) · P = part · F = fee (shop supplies, disposal) · S = sublet

Authorization. I authorize the repairs above and agree to pay for them. No additional work without my approval. Estimate total: $_____

☐ Return replaced parts to me

_____ _____
CUSTOMER SIGNATURE DATE

Or approved by phone: name _____ time _____ taken by _____

Declined / recommended: _____

LABOR	
PARTS	
FEES / SUBLET	
SUBTOTAL	
SALES TAX	
TOTAL	
PAID / METHOD	

Free repair order from Grease Pencil. This sheet stops at the handshake. Grease Pencil turns it into the estimate, the customer's approval, and a finished, numbered invoice, with the math done: greasepencil.app