INVOICE

Auto repair

Shop name, address, phone

Shop registration / license # (if your state requires it)

Invoice # _____
Date _____
Repair order # _____
Technician _____

CUSTOMER

Name		
Phone	Email	
Address		

VEHICLE

Year	Make	Model	Engine
VIN		License plate	Mileage

WORK PERFORMED

Customer concern, cause and correction

PARTS AND LABOR

Type	Description	Part # / Op code	Qty / Hrs	Price / Rate	Amount

RECOMMENDED, NOT DONE TODAY

Write what the customer declined so you can follow up

PAYMENT

☐ Cash ☐ Card ☐ Check #____ ☐ Zelle / ACH ☐ Financing
☐ Old parts returned to customer ☐ Old parts disposed of by shop
☐ Parts are new unless the line says used or rebuilt

Warranty: _____ months / _____ miles on parts and labor, unless noted. Customer-supplied parts carry no shop warranty.

Parts	
Labor	
Shop supplies	
Disposal / environmental fees	
Subtotal	
Sales tax	
Total	
Amount paid	
Balance due	

Customer signature

Date