Shop name

Bay / lift

WORK ORDER

Technician copy · no prices

Work order # _____
RO # _____
Date _____
Promised _____

VEHICLE

Year	Make	Model	Engine	Mileage	Plate
VIN				Tag / key #	

JOBS ASSIGNED

#	Job	Tech	Book hrs	Start	Finish

COMPLAINT · CAUSE · CORRECTION

Complaint

Cause (what you tested and found)

Correction (what you did)

PARTS USED

Part	Part #	Qty	From (stock / vendor)

ALSO FOUND (FOR THE ADVISOR TO QUOTE)

Item	Measurement / reading	Priority 1 / 2 / 3

BEFORE THE CAR GOES BACK

☐ Torqued wheels ☐ Fluids checked ☐ No leaks ☐ Codes cleared and rechecked ☐ Road tested ☐ Interior clean ☐ Old parts bagged

Technician _____ Quality check by _____ Date _____