



Reorder From:  
Jenkins Business Forms  
(800) 851-4424

SERVICE ORDER

**COMPANY NAME**

Address  
City State Zip  
Phone • Fax  
Advertising Line

Customer \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Lot. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Service Requested \_\_\_\_\_ When Requested \_\_\_\_\_

TYPE AND MAKE \_\_\_\_\_ MODEL/YEAR \_\_\_\_\_ SERIAL NO. \_\_\_\_\_

WARRANTY  CONTRACT  ESTIMATE  PICK-UP  DELIVERY  C.O.D.

QTY.	DESCRIPTION	AMOUNT
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PROPRIETARY FORM  
REPRODUCTION PROHIBITED

Mileage \_\_\_\_\_ Miles @ \_\_\_\_\_ Per Mile \_\_\_\_\_

**CUSTOMER'S CLEAR RECEIPT**

The above described unit has been received and after having examined the work done, the material furnished, both the work and the material have been found to be satisfactory.

TOTAL MATERIAL		
TEC SERVICE TIME		
TAX		
TOTAL		

Customer: **X**  
NUMBER  
**000000**

ALL REPLACED PARTS WILL BE DISCARDED UNLESS OTHERWISE INSTRUCTED.  SAVE  DISCARD

**TERMS: NET CASH UPON DELIVERY**

**MATERIAL**

ARTICLES	AMOUNT	ARTICLES	AMOUNT
TOTAL		TOTAL	

**TIME REPORT**

DESCRIPTION OF WORK	CLOCK TIME	Hours
	Start 1 Stop	
	Start 2 Stop	
	Start 3 Stop	
	Start 4 Stop	
	Start 5 Stop	
	Start 6 Stop	

**TOTAL COST OF REPAIRS**

Total Hours \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_  
 Material Used \$ \_\_\_\_\_  
 Plus Tax \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

# Promissory Note

For value received, I promise to pay to the order of BEARER the "Total of Monthly Payments" shown below in \_\_\_\_\_ monthly installments starting on \_\_\_\_\_ and continuing each month thereafter until paid in full. Any unpaid balance may be paid at any time without penalty and any unearned finance charge will be refunded based on the "Rule of 78's."

1. Amount Financed \$ \_\_\_\_\_

2. FINANCE CHARGE \$ \_\_\_\_\_

3. Total of Payments (1 + 2) \$ \_\_\_\_\_

ANNUAL PERCENTAGE RATE

( \_\_\_\_\_ % per month—Min. 50¢)

Also, it is agreed that the above described equipment is to serve as security until this note is paid in full. Signature below constitutes acceptance of service performed as being satisfactory.

Customer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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