123456

YOUR COMPANY NAME

Address
City State Zip
Phone And Fax
Advertising Line

Date	
Time Received	A.M. P.M.
Promised	A.M. P.M.
Written By	
Cust. Order No.	
Phone when ready	Yes ☐ No ☐

Name		
Address	City	
Vin. No.		PHONE Bus.
Year-Make-Model	License No.	Odometer / PHONE Res.

ESTIMATE AMT.		
ADD'L AUTH. AMT.		
REVISED ESTIMATE		
DATE:	APPROVED BY	
TIME:	☐ IN PERSON	☐ PHONE

I hereby authorize the repair work below to be done along with the necessary material, and hereby grant you and/or your employees permission to operate the car, truck or vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car, truck or vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

Authorized By ____________________

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE. ____________________ (SIGNATURE OR INITIALS)

OPERATION		LAB. CHG.
Lubrication	☐	
Change Oil	☐	
Change Oil Filter Cart.	☐	
Service Air Cleaner	☐	
Change Trans. Oil	☐	
Adjust Transmission	☐	
Hazardous Waste	☐	
Pack Front Wheel Brgs.	☐	
Rotate Tires	☐	
Adjust Brakes	☐	
Retain Parts	☐	
Destroy Parts	☐	

★ CODE N-NEW U-USED R-REBUILT

QTY	★	PART NO. OR DESCRIPTION		SALE
		Additional Materials from reverse side		
		TOTAL PARTS		

OPER. NO.	REPAIR ORDER LABOR INSTRUCTION	INTERNAL	

BY LAW, YOU MAY CHOOSE ANOTHER FACILITY TO PERFORM ANY NEEDED REPAIRS OR ADJUSTMENTS WHICH THE SMOG CHECK TEST INDICATES ARE NECESSARY.

Unless otherwise provided by law, the seller (above named dealership) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

SPECIAL REPAIRS	
TOTAL SPECIAL REPAIRS	

QTY.		SALE
	GALS. GAS	
	QTS. OIL	
	LBS. GREASE	
TOTAL GAS OIL GREASE		

BILLING

☐ CASH
☐ CHARGE
☐ INTERNAL

OK'D BY

INTERNAL SUMMARY		
ACCT	CHARGE	COST

RECOMMENDED SERVICE:

1.
2.
3.
4.
5.

Environmental Charges	
Total Labor	
Labor-Body Shop	
Special Repairs	
Parts	
Tires	
Gas, Oil & Grease	
Paint & Body Shop Materials	
Materials	
Sales Tax	
TOTAL	

AUTO REPAIR ORDER

OFFICE COPY

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