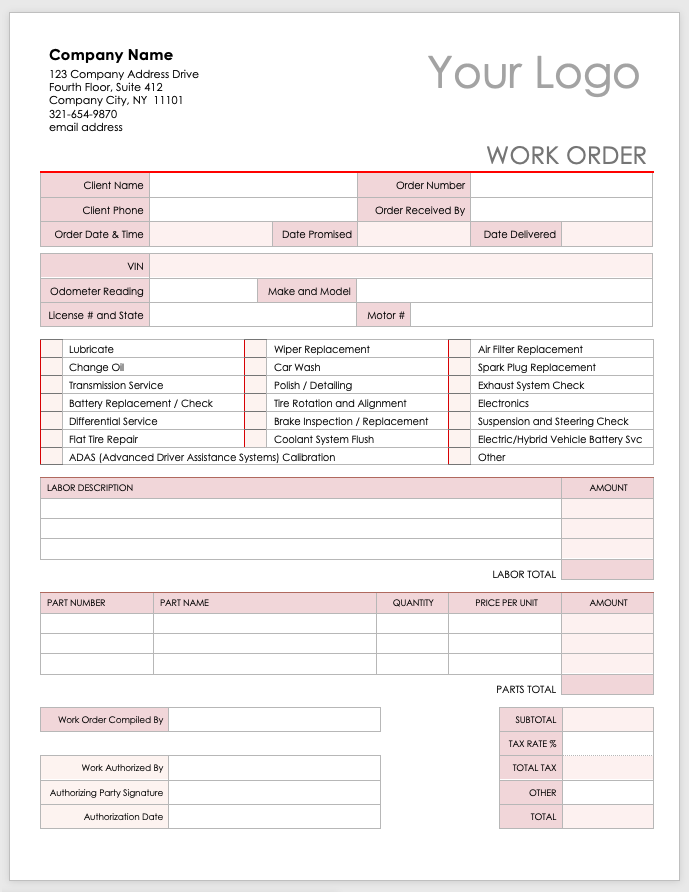
**Microsoft Word   
Automotive  
Work Order   
Template[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8963&utm_source=template-word&utm_medium=content&utm_campaign=Automotive+Work+Order-word-8963&lpa=Automotive+Work+Order+word+8963)**



**Company Name**

123 Company Address Drive

Fourth Floor, Suite 412

Company City, NY 11101

321-654-9870

email address

Your Logo

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WORK ORDER | | | | | | | | | | | | |
| Client Name | |  | | | | | | Order Number | | |  | |
| Client Phone | |  | | | | | | Order Received By | | |  | |
| Order Date & Time | |  | | | | Date Promised | |  | | | Date Delivered |  |
|  |  |  |  | |  | | |  | |  |  |  |
| VIN | |  | | | | | | | | | | |
| Odometer Reading | |  | | Make and Model | | |  | | | | | |
| License # and State | |  | | | | | Motor # | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Lubricate |  | Wiper Replacement |  | Air Filter Replacement |
|  | Change Oil |  | Car Wash |  | Spark Plug Replacement |
|  | Transmission Service |  | Polish / Detailing |  | Exhaust System Check |
|  | Battery Replacement / Check |  | Tire Rotation and Alignment |  | Electronics |
|  | Differential Service |  | Brake Inspection / Replacement |  | Suspension and Steering Check |
|  | Flat Tire Repair |  | Coolant System Flush |  | Electric/Hybrid Vehicle Battery Svc |
|  | ADAS (Advanced Driver Assistance Systems) Calibration | | |  | Other |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LABOR DESCRIPTION | | | | | | | | AMOUNT |
|  | | | | | | | |  |
|  | | | | | | | |  |
|  | | | | | | | |  |
|  |  |  |  |  |  |  | LABOR TOTAL |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PART NUMBER | | PART NAME | | | | QUANTITY | PRICE PER UNIT | | AMOUNT |
|  | |  | | | |  |  | |  |
|  | |  | | | |  |  | |  |
|  | |  | | | |  |  | |  |
|  |  |  |  |  |  | |  | PARTS TOTAL |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Order Compiled By | |  | | |  |  | SUBTOTAL |  |
|  |  |  |  |  |  | TAX RATE % |  |
| Work Authorized By | |  | | |  | TOTAL TAX |  |
| Authorizing Party Signature | |  | | |  | OTHER |  |
| Authorization Date | |  | | |  | TOTAL |  |

|  |
| --- |
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