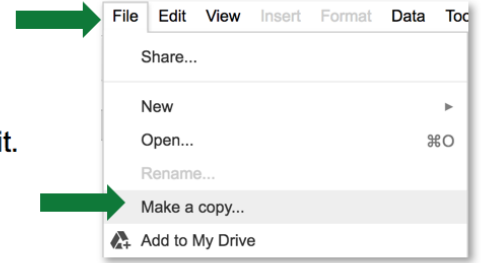


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Google Docs Automotive Work Order Template

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

Work Authorized By

Authorizing Party Signature

Authorization Date

SUBTOTAL	
TAX RATE %	
TOTAL TAX	
OTHER	
TOTAL	

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Authorizing Party Signature	
Authorization Date	

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TAX RATE %	
TOTAL TAX	
OTHER	
TOTAL	

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