



Repair Order

Meets NATEF Task: (Preparing Vehicle for Service Task 1) Identify information needed and the service requested on a repair order.

Name _____ Date _____ Time on Task _____

Make/Model _____ Year _____ Evaluation: 4 3 2 1

1. List the necessary information needed on the repair order about the owner (driver) and the vehicle. _____

Customer's Description of Problem/Repair:				HOME TOWN CHEVROLET				8993																			
This accurately describes the problem or symptom I am experiencing with my motor vehicle. Customer's Initials				NAME: MR. CUSTOMER				DATE RECEIVED: 9/18/11	CHARGE OIL: <input type="checkbox"/>	SALE:																	
				ADDRESS: 444 W. 3rd St.				CHARGE OIL FILTERS: <input type="checkbox"/>	CHARGE TIRE OIL: <input type="checkbox"/>																		
				CITY: STATE: ZIP:				MESSAGE IN: 5208#	MESSAGE OUT:																		
				VIN: 1GANNW5TAA636201				ENGINE NO: 3.1 V-6	MAKE: CHEVY																		
				TYPE OF SERVICE: COBALT				YEAR: 06	LICENSE NUMBER: BQW449																		
				TELEPHONE: ORDER ACCEPTED BY:				PHONE WHEN READY: YES <input type="checkbox"/> NO <input type="checkbox"/>																			
				OPER. NO. INSTRUCTIONS:																							
				1.0 AS R SERVICE						450.00																	
				1.6 Check Battery Replace						22.50																	
				1.5 Ant Mast						22.50																	
				1.5 Check Left front Headlight						22.50																	
				BUILT PARTS:																							
<p>ESTIMATE (UNDER CHO LINES) YOU HAVE THE RIGHT TO AN ESTIMATE IF THE EXPECTED COST OF REPAIRS OR SEVENTY-FIVE DOLLARS OR YOUR CHOICE. WRITTEN ESTIMATE _____ I DO NOT REQUEST AN ESTIMATE</p>				<p>ORIGINAL ESTIMATE: \$</p> <p>AUTHORIZED ADDITIONS: \$</p>		<p>CUSTOMER'S ACCEPTANCE:</p> <p>INITIALS: _____</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>BY: _____</p>		<p>ALL PARTS ARE NEW UNLESS SPECIFIED OTHERWISE.</p> <p>This Facility charges _____ % of the Total _____ Charges, up to a Maximum of \$ _____, for Shop Materials.</p> <p>WE WILL OFFER TO RETURN TO YOU ALL REPLACED PARTS, AS REQUIRED BY LAW, UNLESS THEY ARE TO BE REBUILT, SOLD, OR RETURNED TO THE MANUFACTURER.</p> <p>I hereby authorize the repair work herein set forth to be done by you, together with the furnishing by you of the necessary parts and other material for such repair, and agree that you are not responsible for any damage caused by irreversibility or delayed availability of parts or materials for any reason; that you neither assume nor authorize any other person to assume for you any liability in connection with such repair; that you shall not be responsible for loss of or damage to the above vehicle, or articles left therein, in case of fire, theft or other cause beyond your control; that an express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto; that your employees may operate the above vehicle on streets, highways or elsewhere for the purpose of testing and/or inspecting such vehicle.</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF A COPY HEREOF.</p> <p>X _____</p>		<table border="1"> <thead> <tr> <th>TOTAL LAZERS</th> <th>SALE</th> </tr> </thead> <tbody> <tr> <td>572.50</td> <td></td> </tr> <tr> <td>TOTAL PARTS</td> <td>190.06</td> </tr> <tr> <td>GAS, OIL & GREASE</td> <td>117.5</td> </tr> <tr> <td>SUBJECT SERVICES</td> <td></td> </tr> <tr> <td></td> <td>726.31</td> </tr> <tr> <td>TAX 6.5%</td> <td>47.21</td> </tr> <tr> <td>TOTAL</td> <td>773.52</td> </tr> </tbody> </table>		TOTAL LAZERS	SALE	572.50		TOTAL PARTS	190.06	GAS, OIL & GREASE	117.5	SUBJECT SERVICES			726.31	TAX 6.5%	47.21	TOTAL	773.52
TOTAL LAZERS	SALE																										
572.50																											
TOTAL PARTS	190.06																										
GAS, OIL & GREASE	117.5																										
SUBJECT SERVICES																											
	726.31																										
TAX 6.5%	47.21																										
TOTAL	773.52																										
<p>WARRANTY STATEMENT AND DISCLAIMER: THE DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND METHOD ASSUMES NEITHER AUTHORIZES ANY OTHER PERSON TO ASSUME FOR ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PARTS OR THIS REPAIR SERVICE. THIS DOES NOT AFFECT THE PROVISIONS OF ANY MANUFACTURER'S OR OTHER SERVICE WARRANTIES. DEALER PROVIDES WRITTEN WARRANTY, ANY IMPLIED WARRANTIES ARE EXPRESSLY LIMITED TO THE TERM OF THE WRITTEN WARRANTY.</p>				<p>in the event that you, the customer, authorize commencement, but do not authorize completion of a repair or service, a charge will be imposed for disassembly, reassembly or partially completed work. Such charge will be directly related to the actual amount of labor or parts involved in the inspection, repair or service.</p>																							

2. List how the service requested should be stated on the work order. _____