



Work Order

Meets NATEF Task: (A1 through A8-A-1) Complete work order and complete necessary customer and vehicle information. (P-1)

Name _____ Date _____ Time on Task _____

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

_____ 1. List the items about the **vehicle** that should be included on the work order (also called a repair order - R.O).

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

_____ 2. List the information about the **driver/owner** that should be included on the work order.

- a. _____
- b. _____
- c. _____
- d. _____

_____ 3. List the three Cs (concern, cause, and correction) that the service technician should write on the work order for a repair that includes a diagnosis of the problem (concern), the replacement of a part, and the verification of the repair.

- a. _____
- b. _____
- c. _____