

Work Order

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

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. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ 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. _____