





Work Order

Meets NATEF Task: (A5-A-1) Complete work order to include customer information, vehicle identifying information, customer concern, service history, cause, and correction. (P-1)

Name _____ Date _____ Time on Task _____

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

Fill in the customer and vehicle information, plus the customer concerns and related service history.

 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p>UAS Automotive 1415 Any Street City, State 99999</p> </div> 			
<p>Customer Information</p> <p>Name _____ Daytime _____ Address _____ Evening _____ City _____ State _____ Zip _____</p>	<p>Vehicle Information</p> <p>Year _____ Model _____ Color _____ Mileage _____ VIN _____</p>		
<p>Materials</p> <p>_____ _____</p>	<p>Customer Concern _____ _____ _____ _____</p>		
	<p>Related Service History _____ _____ _____</p>		
	<p>Labor Performed _____ _____ _____</p>		
	<p>Root Cause of Problem _____ _____ _____</p>	<p>Totals</p> <p>Materials _____ Labor _____ Misc. _____ Sub Total _____ Tax _____ TOTAL _____</p>	
	<p>Customer Authorization</p> <p>X _____</p>		