



# 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.

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| UAS  | UAS Automotive<br>1415 Any Street<br>City, State 99999   | <br>ASE CERTIFIED PROGRAM   |
| <b>Customer Information</b><br>Name _____<br>Daytime _____ Address _____<br>Evening _____ City _____ State _____ Zip _____   | <b>Vehicle Information</b><br>Year _____ Model _____<br>Color _____ Mileage _____<br>VIN _____ |   |
| <b>Materials</b><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | <b>Customer Concern</b> _____<br>_____<br>_____<br>_____                                       |   |
|  | <b>Related Service History</b> _____<br>_____<br>_____   |   |
|  | <b>Labor Performed</b> _____<br>_____<br>_____   |   |
|  | <b>Root Cause of Problem</b> _____<br>_____<br>_____   |   |
|  | <b>Customer Authorization</b><br>X _____   | <b>Totals</b><br>Materials _____<br>Labor _____<br>Misc. _____<br>Sub Total _____<br>Tax _____<br>TOTAL _____ |