Work Order

Meets NATEF Task: (A1-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. _____ 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. _____

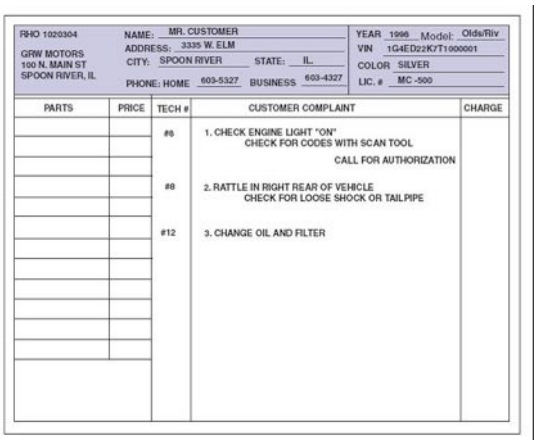
d. _____

_____ **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. _____



RHO 1020304

GRW MOTORS
100 N. MAIN ST
SPOON RIVER, IL

NAME: MR. CUSTOMER
ADDRESS: 3335 W. ELM
CITY: SPOON RIVER STATE: IL
PHONE: HOME 603-5327 BUSINESS 603-4327

YEAR 1996 Model: Olds/Riv
VIN 1G4ED22K7T1000001
COLOR SILVER
LIC. # MC -500

PARTS	PRICE	TECH #	CUSTOMER COMPLAINT	CHARGE
		#6	1. CHECK ENGINE LIGHT "ON" CHECK FOR CODES WITH SCAN TOOL CALL FOR AUTHORIZATION	
		#8	2. RATTLE IN RIGHT REAR OF VEHICLE CHECK FOR LOOSE SHOCK OR TAILPIPE	
		#12	3. CHANGE OIL AND FILTER	