





Work Order

Meets NATEF Task: (A3-A-2) Complete work order. (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.

	UAS Automotive 1415 Any Street City, State 99999																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Customer Information</td> <td style="width: 50%;">Vehicle Information</td> </tr> <tr> <td>Name _____</td> <td>Year _____ Model _____</td> </tr> <tr> <td>Daytime _____ Address _____</td> <td>Color _____ Mileage _____</td> </tr> <tr> <td>Evening _____ City _____ State _____ Zip _____</td> <td>VIN _____</td> </tr> </table>	Customer Information	Vehicle Information	Name _____	Year _____ Model _____	Daytime _____ Address _____	Color _____ Mileage _____	Evening _____ City _____ State _____ Zip _____	VIN _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Customer Concern _____ _____ _____</td> <td style="width: 30%;"></td> </tr> <tr> <td>Related Service History _____ _____ _____</td> <td></td> </tr> <tr> <td>Labor Performed _____ _____ _____</td> <td></td> </tr> <tr> <td style="width: 70%;">Root Cause of Problem _____ _____ _____</td> <td style="width: 30%;">Totals</td> </tr> <tr> <td rowspan="5">Customer Authorization X _____</td> <td>Materials _____</td> </tr> <tr> <td>Labor _____</td> </tr> <tr> <td>Misc. _____</td> </tr> <tr> <td>Sub Total _____</td> </tr> <tr> <td>Tax _____</td> </tr> <tr> <td></td> <td>TOTAL _____</td> </tr> </table>	Customer Concern _____ _____ _____		Related Service History _____ _____ _____		Labor Performed _____ _____ _____		Root Cause of Problem _____ _____ _____	Totals	Customer Authorization X _____	Materials _____	Labor _____	Misc. _____	Sub Total _____	Tax _____		TOTAL _____
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