

Service Consultant – Work Order

Meets ASE Task: Task details here

Name: _____ Date: _____ Time on Task: _____

Make/Model/Year: _____ VIN: _____

Evaluation (Enter number from 4, 3, 2, 1) : _____

- ☐ 1. List the items about the **vehicle** that should be included in 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 in 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. _____