

Animation Worksheet: Work Order (Technicians Copy)

Name: _____ Date: _____

1. The technician copy of the work order includes specific details about the vehicle, such as the _____ (Vehicle Identification Number), year, make, and model.
2. The work order tracks when the vehicle arrived at the shop by recording the _____ and time.
3. To ensure the technician is working on the correct car, the work order lists the _____ number and the vehicle color.
4. Each specific job on the work order is assigned a _____, which identifies the person performing the repair.
5. In the "Labor" section, the technician describes the work performed, such as "Replace _____."
6. The time spent on a repair is often tracked as "Labor Units" to calculate the total _____ cost for the customer.
7. Every part used during a repair, like a spring or a seat, must have its specific _____ recorded on the work order.
8. The "QTY" column on the work order stands for _____, which tells the parts department how many of each item were used.
9. Technicians must check that the _____ of the part matches the description on the work order before installing it.
10. The work order includes a section for _____, which describes any extra issues the technician found while working on the car (for example, "dent on roof").
11. Once the repair is finished, the work order shows a _____ for parts, labor, and miscellaneous fees.
12. Accurate record-keeping on the work order is vital because it provides a _____ of the repair for the shop's files and the customer's warranty.