

AUTO REPAIR RECEIPT TEMPLATE

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Template begins on page 2.



I N V O I C E

CLIENT NAME		ORDER NUMBER	
CLIENT PHONE		ORDER RECEIVED BY	
ORDER DATE & TIME		DATE PROMISED	
DATE DELIVERED			
V I N			
ODOMETER READING		MAKE & MODEL	
LICENSE # & STATE		MOTOR #	

LUBRICATE	CHANGE OIL	TRANS
BATTERY	FLAT REPAIR	WASH
DIFF	WIPERS	POLISH

LABOR DESCRIPTION	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
LABOR TOTAL	\$

PART NUMBER	PART NAME	QUANTITY	PRICE PER UNIT	AMOUNT
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
PARTS TOTAL			\$	

WORK ORDER COMPILED BY			SUBTOTAL	\$
			TAX RATE %	
			TOTAL TAX	\$
WORK AUTHORIZED BY		<i>enter tax rate</i>	OTHER	\$
AUTHORIZING PARTY SIGNATURE		<i>enter other cost</i>	TOTAL	\$
AUTHORIZATION DATE				

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