ESTIMATE / REPAIR ORDER / INVOICE

One form for the whole job: estimate before work, repair record, invoice on completion

Repair facility		**RO / invoice #**	
Customer		**Date / time opened**	
Vehicle		**VIN / plate**	
Phone / email		**Odometer in / out**	

1 ESTIMATE (before work starts)

Customer concern

Estimated work / item	Qty / hrs	Rate	Estimated amount

Estimated total		**Tax (if applicable)**	

Customer authorization	Name / signature	Date / time

2 REPAIR RECORD (during work)

Cause (diagnosis)

Correction (work performed)

Original authorization	Customer name / signature	Date / time	Method
Added-work authorization	Approved by (name)	Date / time	Phone / email / in person
Added parts / labor		Additional amount	

3 INVOICE (on completion)

PARTS

Part / description	Qty	Unit price	Amount

LABOR

Labor / service	Hours	Rate	Amount

Parts subtotal		**Labor subtotal**	
Subtotal		**Tax (if applicable)**	
Total		**Paid / balance**	

Warranty		**Replaced parts**	

Free template from invosmith.com.