REPAIR ORDER

Customer concern, cause and correction form for technicians

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

1 Customer concern

2 Cause (diagnosis)

3 Correction (work performed)

PARTS

Part / description	Qty	Unit price	Amount

LABOR

Labor / service	Hours	Rate	Amount

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

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	

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