# REPAIR ORDER

Standard vehicle, parts, labor and authorization form

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

| **Customer concern** |
|---|
| |

## PARTS

| Part / description | Qty | Unit price | Amount |
|---|---|---|---|
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## LABOR

| Labor / service | Hours | Rate | Amount |
|---|---|---|---|
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| | | | |
| | | | |
| | | | |

| | | | |
|---|---|---|---|
| **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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