REPAIR ORDER FORM 9500-3 (Rev. 2/03)

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"AUTOMOTIVE BUSINESS FORMS SPECIALISTS"

repair order

NAME	YEAR & MAKE OF CAR
ADDRESS	LICENSE NO.
CITY / STATE / ZIP	DATE

CUSTOMER PHONE NO.	☐ WILL CALL ☐ DELIVER AM PM	WILL PAY BY CASH ☐ CREDIT ☐ CREDIT CARD ☐	MILEAGE IN	MILEAGE OUT

YOUR NEXT SERVICE DATE OR ODOMETER READING	STATE INSPECTION DUE	V.I.N. #
IS 20 AT		

QTY	PART NUMBER - DESCRIPTION PART CODE - **N**=New **U**=Used **R**=Rebuilt	✱	PART PRICE	✔	CAR SERVICE ORDER		PRODUCT PRICE	LABOR AMOUNT
					LUBRICATION	☐ STANDARD ☐ EXTENDED		
					MOTOR OIL	☐ 10W-40 ☐ 10W-30 SAE 10 20 30 40 5W-30 15W-50 QTS.		
					FILTER SERVICE	☐ OIL FILTER ☐ C.C. VENT AIR FILTER ☐ CLEAN ☐ GAS FILTER ☐ REPLACE		
					TRANSMISSION	☐ AUTO LBS. ☐ MANUAL PTS.		
					DIFFERENTIAL	☐ ADD FLUID LBS. ☐ REPLACE PTS.		
					WHEEL SERVICE	☐ F.W. BEAR ☐ ALIGN **TIRES** ☐ BALANCE ☐ ROTATE		
					BRAKES	☐ ADJUST ☐ REFILL RES Brake Fl. ☐ RELINE PTS.		
					COOLING	☐ COOLANT ☐ FAN BELT ☐ RAD CAP ☐ FLUSH ☐ HOSES QTS.		
					AIR CONDITION.	☐ INSPECT ☐ EVAC & RECHARGE Refrig. ☐ ADD REFRIG. PTS.		
					BATTERY	☐ FILL ☐ NEW CABLE **LIGHTS** ☐ CHECK ☐ CHARGE ☐ ADJUST		
					TUNE-UP	☐ MAJOR **P.C.V.** ☐ CLEAN ☐ MINOR ☐ REPLACE		
	TOTAL PARTS (Transfer to Invoice Side)							
	SUB-LET REPAIRS:							
						STATE INSPECTION FEE		
	TOTAL SUB-LET REPAIRS (Transfer to Invoice Side)					**ENVIRONMENTAL IMPACT FEE**		

SERVICE RECOMMENDATIONS

ORIGINAL ESTIMATED COST

PARTS	LABOR	TOTAL	TIME	ESTIMATED BY
$	$	$		

The independent dealer named above is authorized by me to perform the needed described services and repairs, including replacement of necessary parts and to operate the vehicle for inspection, testing and/or delivery purposes. The estimated cost is acceptable to the undersigned and it is understood that the final invoiced price will not exceed the estimate without my approval. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs thereto. It is also understood that you will not be held responsible for loss or damage to cars or articles left in cars in case of a fire, theft or any other cause beyond your control.

☐ Diagnose problems discussed and advise me of work needed

☐ Work may be sub-let where necessary as explained to me

☐ I do not want replaced parts ☐ Return replaced parts, except those returned to supplier for credit

X BY DATE IN MILE IN

REVISED ESTIMATE / ADD-ON COST

PARTS	LABOR	TOTAL	TIME	ESTIMATED BY
$	$	$		

Revised estimate / add-on cost approved ☐ In person ☐ By phone

X BY

TOTAL PRODUCTS	
TOTAL LABOR	
PARTS (from left side)	
TOTAL SUB-LET REPAIRS	
SUB-TOTAL	
TAX	
GASOLINE ☐ FILL ☐ Prem ☐ Reg ☐ No Lead	

REPAIRED BY Sig.	MECHANIC NO.	CERTIFICATION above repairs were properly done BY	IF PHONE APPROVAL SHOW DATE TIME AM PM	WHO MADE CALL?	**PAY THIS AMOUNT** ➧	$