REPAIR ORDER

Shop name and phone		**RO number**	
Date and time in		**Technician**	
Account / company		**PO or authorized by**	
Unit #			

Part 1: customer and vehicle

Filled in at the counter.

Customer	
Phone and email	
Year, make, model	
VIN	
Plate and state	
Mileage in	
Promised	

Part 2: concern, cause and correction

Concern: the customer's words. Cause: what the technician found. Correction: what was done.

Concern	
Cause	
Correction	

Part 3: estimate and approval

I authorize the repairs above at the estimate shown.

Estimate	
Customer signature and date	
Approved by	
How approved	☐ Signed ☐ In person ☐ Phone ☐ Email
Date and time approved	
Recommended, declined	

Parts

Qty	Part	Part number	New, used or rebuilt	Price

Labor

Operation	Technician	Book hours	Rate	Amount

Totals and pickup

Parts	
Labor	
Shop supplies and environmental fee	
Sublet	
Core charge	
Sales tax	
Total	
Mileage out	

Multi-point inspection: under the hood

For cars and light pickups. Mark each line green, yellow or red. Write your own cutoffs here: _____

Item	Green	Yellow	Red	Notes
Engine oil level and condition	☐	☐	☐	
Coolant level and condition	☐	☐	☐	
Brake fluid level and condition	☐	☐	☐	
Power steering fluid	☐	☐	☐	
Transmission fluid	☐	☐	☐	
Washer fluid	☐	☐	☐	
Drive belt	☐	☐	☐	
Hoses	☐	☐	☐	
Engine air filter	☐	☐	☐	
Battery and terminals	☐	☐	☐	

Multi-point inspection: lights and wipers

Item	Green	Yellow	Red	Notes
Headlights and brake lights	☐	☐	☐	
Turn signals and hazards	☐	☐	☐	
Wiper blades	☐	☐	☐	
Horn	☐	☐	☐	

Multi-point inspection: tires and wheels

Write tread depth in 32nds on each tire below.

Item	Green	Yellow	Red	Notes
Tread depth, each tire	☐	☐	☐	
Tire pressure	☐	☐	☐	
Sidewalls and wear pattern	☐	☐	☐	

Measurements

Tread depth in 32nds: left front, right front, left rear, right rear	
Pad thickness in mm: front, rear	

Multi-point inspection: brakes

Item	Green	Yellow	Red	Notes
Front pads or shoes	☐	☐	☐	
Rear pads or shoes	☐	☐	☐	
Rotors or drums	☐	☐	☐	
Brake lines and hoses	☐	☐	☐	
Parking brake	☐	☐	☐	

Multi-point inspection: steering and suspension

Item	Green	Yellow	Red	Notes
Shocks and struts	☐	☐	☐	
Ball joints and tie rod ends	☐	☐	☐	
CV boots and axles	☐	☐	☐	

Multi-point inspection: underneath and cabin

Item	Green	Yellow	Red	Notes
Oil, coolant and transmission leaks	☐	☐	☐	
Exhaust system	☐	☐	☐	
A/C and cabin air filter	☐	☐	☐	

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