[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Auto repair garage job card

One card per vehicle - the job, the parts, the labour and the sign-off.

Job number: _____

Date in: _____

Customer: _____

Phone: _____

Registration: _____

Make / model: _____

Mileage: _____

Fuel level: _____

Customer concerns [What the customer reported, in their words]

Work and parts

Work / part	Qty	Cost
[e.g. front brake pads]	[1 set]	[£]
[e.g. labour - 1.5h]		[£]

Before handover

[ ] Vehicle road-tested after repair

[ ] Old parts shown / offered to customer

[ ] Service book stamped (if applicable)

[ ] Work area and vehicle left clean

Completion

Work completed: _____

Follow-up required: _____

Sign-off: Technician: _____ **Customer:** _____ **Date:** _____