Ashford Business Services Ltd

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
Front brake pads	1 set	£45.00
Labour - 1.5h		£120.00

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:** _____