

Job number	Date	Time in	Time out	Priority
				Normal
Vehicle make / model	Registration	Odometer (km)	VIN	
Customer	Contact number	Bay / address		
Service type	Mechanic			

A. CUSTOMER COMPLAINT / REQUEST

B. WORK DONE AND PARTS FITTED

C. PARTS FITTED

Work / parts	Qty	Unit price	Line total

Labour hours	Labour rate per hour	Labour total

Subtotal excl. VAT

VAT 15%

TOTAL



YOUR WORKSHOP JOB CARD

Completion and customer acceptance

YOUR LOGO HERE

D. COMPLETION

- ☐ Work completed ☐ Area left clean and safe ☐ Customer shown the work ☐ Follow-up needed

Follow-up / notes

E. CUSTOMER ACCEPTANCE

- ☐ I accept that the work above was completed to my satisfaction.

Mechanic - signature

SIGN

Full name

Date

Customer - signature

SIGN

Full name

Date

On a phone: open in Adobe Acrobat Reader and use Fill & Sign. A typed name and date are always accepted.



BEFORE YOU TEST THIS FILE

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Contact: The Process - iamtheprocess.com

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SAMPLE

