Mechanic work order template

Work order number: WO-1187 **Date in:** 01/12/2026 **Ready by:** 12:00

Customer

Name: Mark Johnson **Phone:** 07700 900801

Email: mark.j@example.com **Address:**

Vehicle

Make and model: Ford Focus 1.0 **Registration:** KD19 XPT

VIN: **Year:** 2019

Mileage in: 48,210 mi **Fuel level in:** 1/2

Customer complaint (in the customer's words)

Service light is on.

Wants an oil change and the tyres looked at.

Work authorised and estimate

Work to be done	Estimate
Oil and filter change	89.00
Visual check of brakes and tyres	-
Estimate total	89.00

Call the customer before any extra work above (amount): £30

Mark Johnson
I authorise the work above (customer signature)

01/12/2026
Date

Extra work agreed by phone

Time of call	Work and reason	Price	Answer (yes, no)	Called by
10:20	Wiper blades worn, replace	24.00	yes	DH

Mechanic work order template

Parts

Part number	Description	Qty	Unit price	Total
OF-2231	Oil filter	1	9.50	9.50
5W-30	Engine oil, 4.5 L	1	31.50	31.50
DW-14	Drain plug washer	1	0.50	0.50
WB-600	Wiper blades, pair	1	18.00	18.00
			Parts total	59.50

Labour

Work done	Technician	Hours	Rate	Total
Oil and filter change	Daniel Hughes	0.75	60.00	45.00
Fit wiper blades	Daniel Hughes	0.10	60.00	6.00
			Labour total	51.00

Summary	Amount
Parts	59.50
Labour	51.00
Other (materials, disposal)	2.50
Subtotal	113.00
Tax (rate %)	20%: 22.60
Total to pay	135.60

Notes and recommendations for the next service:

Rear tyres at 3 mm, replace within 3 months.

Daniel Hughes
Work done and checked by (name, signature)

01/12/2026
Date

Mark Johnson
Vehicle collected (customer signature)

01/12/2026
Date

48,212 mi
Mileage out