

Example of Completed Work Repair Order

Florida Department of Highway Safety and Motor Vehicles requires that each auto repair order contain the following information:

PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:

I UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.00. _____ I REQUEST A WRITTEN ESTIMATE.
 _____ I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE REPAIR COSTS DO NOT EXCEED \$_____. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL.
X I DO NOT REQUEST A WRITTEN ESTIMATE.

SIGNED: Oral Consent DATE: 05/17/11

U=Used R=Rebuilt RC=Reconditioned NC=No Charge (warranty) RD=Reduced

My Auto Repair 4545 W. Highway Trail Tampa, FL 33611 813-000-0000 MV-45873		___ month / ___ mile warranty on all parts and labor unless otherwise specified. Intended Payment Method <input checked="" type="checkbox"/> CASH \ <input type="checkbox"/> CHECK \ <input type="checkbox"/> VISA \ <input type="checkbox"/> MC \ <input type="checkbox"/> AMEX Date: <u>05/17/11</u> Time: _____
Name: <u>John Smith</u>	Proposed Completion Date: <u>05/23/11</u>	
Address: <u>123 Anywhere Lane</u>	Home Phone: <u>813-000-0000</u>	
City: <u>Tampa</u> ST: <u>FL</u> Zip: <u>33616</u>	Work Phone: _____	
Other Authorized Person: _____	Phone: _____	
Year: <u>2006</u> Make: <u>Ford</u> Model: <u>F-150</u>	Tag#: <u>ZXY-456</u>	
VIN#: <u>1FRE76639200Z3391</u>	Miles In: <u>97,563</u>	Miles Out: _____
Save Old Parts: YES NO (Core may apply)		
Customer Complaint/Problem: <u>Motor over heated</u>		
Labor Charges Based on: FLAT RATE ___ HOURLY RATE <u>\$75.00</u> BOTH APPLY ___ or Hourly rate at: \$ ___ per hour. A daily storage fee of \$35.00 may apply to vehicles not claimed within 3 days of notification of completion.		Estimate / Diagnostic Fee: \$ ___
DESCRIPTION OF REPAIRS <input type="checkbox"/> Estimate <input type="checkbox"/> Invoice		LABOR
<u>Head Gasket Labor</u>		<u>895.00</u>
<u>Water Pump Replacement</u>		<u>125.00</u>
Total Labor Costs		1,020.00
CHARGES		Total Parts: <u>274.90</u>
Total Parts Costs <u>274.90</u>		Total Labor: <u>1,020.00</u>
<u>Contacted Customer on 5/23/11 that vehicle repairs were completed</u>		Total Sublet/Other: _____
<u>Contacted Customer again on 5/26/11 left message</u>		Shop Supplies: <u>6.00</u>
<u>Storage Charges began on 6/1/11</u>		Fees: _____
Estimate good for 30 days. Not responsible for damage caused by theft, fire or acts of nature. I hereby authorize the above repairs, including sublet work, along with the necessary materials. You and your employees may operate my vehicle for the purpose of testing, inspection and delivery at my risk. If I cancel repairs prior to their completion for any reason, a tear down and reassembly fee of \$ ___ will be applied.		Subtotal: <u>1,300.90</u>
X _____ Date: _____		Tax: <u>91.06</u>
This charge represents costs and profits to the motor vehicle repair facility for miscellaneous shop supplies and waste disposal. F.S. 403.718 mandates a \$1.00 fee for each new tire sold in the State of Florida. F.S. 403.718(5) mandates a \$1.50 fee for each new or remanufactured battery sold in the State of Florida.		Total: <u>1,391.96</u>

Check List

Dates

- Date vehicle was brought in for repairs.
- Date work was completed.
- All work orders must display the Customer's contact phone number
- Dates Customer was contacted that repairs were completed. You must make several attempts to contact the Customer that repairs to the vehicle are completed.
- Date storage charges began. Storage charges can begin on the 4th day after repairs have been completed, but only if proper notice has been sent to all parties. Otherwise the Florida law allows a maximum of 15 days of storage charges if proper notice was NOT sent.

Contact Information

- * Customer Name
- * Customer Address
- * Customer Phone Number

Vehicle Information

- * Make
- * Model
- * Year
- * VIN#
- * Miles In

Things to know.....

Although preferred, it is NOT required that the Customer sign the repair order. 90% of repair orders are not signed. Oral consent is acceptable.

You must display your *Florida Motor Vehicle Repair Registration* number on all repair orders. If you do not have one contact the Florida Department of Agriculture and Consumer Services at 1-800-435-7352.