Shop name and logo here

Auto repair invoice

Shop

Shop name _____ Shop address _____ Shop phone _____

Shop registration or license number _____ EPA number (if you bill a waste fee) _____ Invoice number _____

Invoice date _____ Date of repair _____

Customer

Customer name _____ Customer phone _____ Customer address _____

Vehicle

Year _____ Make _____ Model _____

VIN _____ License plate _____ Odometer when brought in _____

Odometer at pickup _____

Symptoms the customer described

What was done to correct the problem

Parts

Write new, used, rebuilt, reconditioned or replated in Condition. For a new part, write yes or no under Original equipment.

Qty	Part and part number	Condition	Original equipment	Unit price	Line total

Labor

Work performed	Hours	Rate	Line total

Supplied at no charge or at a reduced cost (warranty or other)

Replaced parts not returned to the customer

Shop name and logo here

Auto repair invoice

Added work the customer approved

Fill this in if the customer approved added work by phone, text, email or in person. For approval by word of mouth, the customer can instead write initials under this sentence: I acknowledge notice and oral approval of an increase in the original estimated price.

Date and time approved _____ Who approved _____ Phone number or email contacted _____

Added parts, labor and cost _____ Customer initials _____

Totals

Parts total _____ Labor total _____ Materials _____

Other charges, each one named _____ Waste disposal fee _____ Delivery _____

Storage or care _____ Service call _____ Charge for the estimate _____

Sales tax on parts _____ Sales tax on service work _____ Invoice total _____

Total on the estimate _____ Paid today _____ Balance due _____

Terms and receipt

I have received my vehicle and a copy of this invoice.

Warranty (what, how long, how many miles) _____ Payment method _____

Payment due date _____ Customer signature _____

Date _____