

Work order

Ticket # _____

Date _____

SHOP INFO

Shop name

Phone

Address

Email

CUSTOMER

Name

Phone

Address

Email

EQUIPMENT

Make

Model

Serial number

Hours (if shown)

INTAKE CONDITION AND ACCESSORIES

☐ Key ☐ Catcher ☐ Gas cap ☐ Battery ☐ Other: _____

Condition on drop-off (scratches, dents, fuel level, running or not)

SERVICE REQUESTED

PARTS AND LABOR

PART NUMBER	DESCRIPTION	QTY	PRICE	LABOR CODE	DESCRIPTION	HOURS	TOTAL

AUTHORIZATION

☐ Customer authorizes the shop to perform the service requested above.

STORAGE FEE AND ABANDONED EQUIPMENT

State law varies; have counsel check this clause before you use it. If this machine is not picked up within 30 days of the date above, a storage fee of \$ _____ per day may apply. Equipment left more than _____ days may be treated as abandoned and disposed of or sold to cover unpaid charges, as allowed by state law.

SIGNATURE

Customer signature

Date