

ANNOTATED SAMPLE — THIS IS WHAT A COMPLETE, HONEST AUTO REPAIR INVOICE LOOKS LIKE

Summit Auto Care 1

4820 Ridgeline Ave, Denver, CO 80211
(303) 555-0148 | service@summitautocare.example | CO Repair Reg. #R-88214

INVOICE 2

Invoice #: INV-2026-0412
RO #: RO-1187
Date: 06/12/2026
Payment: Due upon receipt

BILL TO 3 Maria Delgado (303) 555-0192 maria.d@example.com	VEHICLE 4 2019 Honda CR-V EX Plate: CO ABC-1234 VIN: 2HKRW2H85KH612345	ODOMETER 5 In: 87,412 mi Out: 87,418 mi
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CUSTOMER CONCERN & WORK PERFORMED 6 Customer states: grinding noise from front wheels when braking. Work performed: Road tested and confirmed noise. Measured front pads at 2mm, rotors scored below spec. Replaced front brake pads and rotors (both sides), bedded new pads, road tested — noise resolved.

Description	Qty / Hrs	Rate / Unit Price	Amount
LABOR — BILLED AS HOURS × RATE 7			
Brake system diagnosis & road test	0.5 hr	\$125.00/hr	\$62.50
Replace front brake pads & rotors, both sides	1.8 hr	\$125.00/hr	\$225.00
PARTS — BRAND + PART NUMBER ON EVERY LINE 8			
Wagner OEX1521 ceramic brake pad set — front (aftermarket)	1	\$64.99	\$64.99
Bosch 40011475 front brake rotor (aftermarket)	2	\$52.50	\$105.00
FEES			
Shop supplies fee 9	—	—	\$12.00
Hazmat / waste disposal fee 10	—	—	\$6.00

WARRANTY & AUTHORIZATION 12 Warranty: 24 months / 24,000 miles on parts and labor for the repairs listed on this invoice, whichever comes first. Authorization: Estimate #EST-1187 approved by customer on 06/12/2026 at 9:42 AM (phone). _____ Customer signature — acknowledges receipt of vehicle and this invoice	Labor subtotal: \$287.50 Parts subtotal: \$169.99 Fees: \$18.00 Subtotal: \$475.49 Sales tax (8.25%, parts only) 11: \$14.02
	TOTAL DUE: \$489.51

WHAT EACH NUMBER MEANS

- Shop identity.** Legal name, address, phone — and in many states a repair license/registration number. This is who the contract is with.
- Invoice # and RO #.** Unique IDs for the bill and the internal job. Reference these in any warranty claim or dispute.
- Your information.** Ties the repair and its warranty to you.
- Vehicle + VIN.** The 17-character VIN permanently links this repair to this exact car — key for warranty, recalls, and resale history.
- Odometer in/out.** A few miles' difference is normal — it's the road test.
- Concern & work performed.** Your complaint in the shop's words, and specifically what was found and done. Vague summaries deserve questions.
- Labor lines.** Hours (decimal) × hourly rate = amount. Hours usually come from industry labor-time guides ("book time"). Every labor charge should show its hours.
- Parts lines.** Brand + part number + qty + unit price. Part numbers let you verify exactly what was installed; OEM vs. aftermarket should be identified.
- Shop supplies fee.** Small charge for consumables (rags, cleaners, gloves). Normal when modest, capped, and disclosed.
- Hazmat/disposal fee.** Regulated disposal of used fluids and components. A few dollars per job is typical.
- Sales tax + total check.** Rate shown next to the amount (most states tax parts; some tax labor). Labor + parts + fees + tax must equal the total — do the math.
- Warranty & authorization.** Coverage in writing (months/miles, parts and labor) plus proof you approved the work before it started.