

Job Card

Workshop name & logo | Address | Phone | Email | ABN · with additional-work authorisation

JOB

Job No.

Date in

Promised date

Booked in by

CUSTOMER

Customer name

Mobile

Email

Preferred contact: call / SMS / email

Best time to reach

OK to text approvals? (Y/N)

VEHICLE

Year

Make

Model

Colour

Rego / State

Odometer in (km)

Fuel (E-F)

Keys (qty)

CUSTOMER'S CONCERN

ORIGINAL QUOTE (AUTHORISED AT BOOKING-IN)

Description	Qty / Hrs	Rate	Amount

Original quote total inc. GST \$

Customer signature

Date / time

ADDITIONAL WORK FOUND DURING THE JOB

Work not on the original quote needs the customer's approval BEFORE it is carried out. Record what was found, the added cost inc. GST, and how and when the customer approved it.

ADDITIONAL ITEM 1

Added cost inc. GST \$	New total inc. GST \$	Approved by (name)
Method: call / SMS / email / in person	Date & time	

ADDITIONAL ITEM 2

Added cost inc. GST \$	New total inc. GST \$	Approved by (name)
Method: call / SMS / email / in person	Date & time	

ADDITIONAL ITEM 3

Added cost inc. GST \$	New total inc. GST \$	Approved by (name)
Method: call / SMS / email / in person	Date & time	

FINAL TOTALS

Original quote (inc. GST)	
Additional work (inc. GST)	
Total inc. GST	

FINAL AUTHORISATION & RELEASE

I confirm the additional work listed above was approved by me before it was carried out, and I authorise payment of the total inc. GST on completion.

Customer signature	Date (DD/MM/YYYY)	Mechanic sign-off
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