

Job Card

Workshop name & logo | Address | Phone | Email | ABN

JOB

Job No.

Date in

Promised date

Booked in by

CUSTOMER

Customer name

Mobile

Email

Address

Preferred contact: call / SMS / email

Best time to reach

VEHICLE

Year

Make

Model

Colour

Rego / State

VIN / Chassis No.

Odometer in (km)

Fuel (E-F)

CUSTOMER'S CONCERN / WORK REQUESTED (IN THEIR WORDS)

LABOUR (HRS × RATE)

Operation / description	Hrs	Rate	Amount

PARTS

Part / description	Part no.	Qty	Unit	Amount

	Parts	
	Labour	
	Sublet	
	Sundries / consumables	
	Subtotal (ex GST)	
	GST (10%)	
	Total inc. GST	

AUTHORISATION

I authorise the work described above and agree to pay the total inc. GST on completion. Additional work will not be carried out without my approval.

Customer signature

Date (DD/MM/YYYY)

WORK CARRIED OUT / TECHNICIAN NOTES

PARTS FITTED (IF DIFFERENT FROM QUOTED)

Part / description	Part no.	Qty	Amount

COMPLETION

Mechanic	Date completed	Odometer out (km)	Road tested (Y/N)
Next service due (km / date)	Recommended work not done	Customer notified (how / when)	