



Repair Order Form Template

20230525-001 / SPCQ Manufacturing, Inc. / 25
May 2023

Complete

Flagged items	0	Actions	0
Repair/Service Company Name	Streuss Auto Repair		
Repair/Service Company Address	Denver, CO, USA (39.7392358, -104.990251)		
Repair Order Form Prepared By	Gayle Curry		
Customer Name	SPCQ Manufacturing, Inc.		
Contact Number	555-123-4567		
Payment Method	Credit Card		
Billing Address	6623 Oak Ave, Temple City, CA 91780, USA (34.1185043, -118.0690648)		
Repair/Service to be Completed in Customer's Location/Address?	Yes		
Customer's Location/Address same as Billing Address?	Yes		
Date & Time of Order	25.05.2023 11:30 PST		
Order Number	20230525-001		
Expected Completion Date & Time	26.05.2023 17:00 PST		

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Order	
Automotive Repair?	Yes
Year/Make/Model	2015 Toyota Camry
Serial Number	N/A
Mileage	50,000 miles
Type of Service Requested	<input checked="" type="radio"/> Oil Change <input type="radio"/> Other <input type="radio"/> Minor Overhaul
Please specify.	Tire Rotation, Brake Inspection
Repair/Service	1 action
Technician Assigned	Mark Johnson
Description of Repair/Service	
Perform oil change, rotate tires, and inspect the brakes on the customer's 2015 Toyota Camry.	
Photo Before Repair/Service	
	
Photo 1	
Repair/Service Start Date & Time	25.05.2023 11:30 PST
List of Issues Encountered	
Engine misfire, brake noise, and minor oil leak	
Off-site Needs	Fix Parts Off-site
Which parts need to be fixed off-site?	
The parts that need to be fixed off-site for the Toyota Camry are the brake calipers.	



Photo 2

Why do they need to be fixed off-site?

The brake calipers require specialized equipment and tools that are not available on-site. Therefore, they need to be repaired off-site at a specialized brake repair facility.

Notified customer that parts need to be fixed off-site?

Yes

Estimated Time to Fix Parts

2-3 business days

Expected Completion Date

29.05.2023 12:00 PST

Cost of Labor to Fix Parts

\$200

Repair/Service End Date & Time

29.05.2023 13:00 PST

Cost of Repair/Service

Parts

\$300

Labor

\$200

Tax

N/A

Total

\$500

Repair/Service Completion

Technician

Corey Mills-Johnson
26.05.2023 18:29 PST

Customer

Macey Adkins (SPCQ Manufacturing, Inc.)
26.05.2023 18:30 PST

Payment Received On

25.05.2023 11:30 PST

Approved By



Gayle Curry
26.05.2023 18:29 PST

Media summary



Photo 1



Photo 2