

# **Repair Order Form Template**

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

Complete

Way 2023	
Flagged items <b>0</b>	Actions <b>0</b>
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 A	ddress? 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	Oil Change
	Other
	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
Тах	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

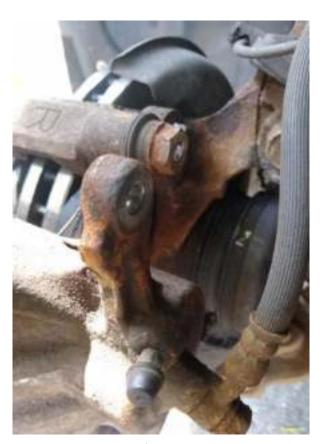


Photo 2