

Workshop job card

COMPLETED EXAMPLE - all customer, vehicle and job details are fictional.

Customer and vehicle

Job number	Date	Assigned technician
DEMO-1042	10 October 2026	Demo technician
Customer / contact		Workshop / bay
Example customer - use contact on file		Demo workshop / Bay 1
Vehicle	Registration	Odometer (km)
2018 example passenger vehicle	DEMO ONLY	82,450

Customer concern / requested service

Routine service requested. Customer reports an occasional squeak over speed humps. Inspect and report; no additional repair approved.

Approved work

Task / agreed scope	Completed / technician
Routine service as agreed on quote DEMO-Q1042	Yes / Demo tech
Inspect reported squeak and record findings	Yes / Demo tech
Additional repairs require separate approval	Deferred

Approval reference: DEMO-Q1042 / recorded on quote before work began.

Labour record

Technician / task	Start	Finish	Time (hrs)
Demo tech / service	08:00	09:00	1.00
Demo tech / inspect squeak	09:00	09:15	0.25

Parts used

Part / description	Part reference	Quantity
Specified engine oil	Demo oil	4.5 L
Oil filter	Demo filter	1
Drain-plug washer	Demo washer	1

Findings / deferred recommendations

Squeak observed during inspection. Further diagnosis recommended; quote separately. No suspension components replaced.

Completion and service-desk handover

Approved service tasks reviewed. Parts and labour recorded. Service desk to discuss deferred diagnosis with customer before collection.

Reviewed by / date	Invoice reference
Demo advisor / 10 October 2026	DEMO-I1042