

Workshop job card

Blank A4 worksheet - keep the job number with the quote and invoice.

Customer and vehicle

Job number	Date	Assigned technician
Customer / contact		Workshop / bay
Vehicle	Registration	Odometer (km)

Customer concern / requested service

Approved work

Task / agreed scope	Completed / technician

Quote / approval reference and date: _____

Labour record

Technician / task	Start	Finish	Time (hrs)

Parts used

Part / description	Part reference	Quantity

Findings / deferred recommendations

Completion and service-desk handover

Reviewed by / date	Invoice reference
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