

CAR WORKSHOP JOB CARD TEMPLATE

Job Card No: _____

Workshop Name / Phone / Address: _____ Date: ____ / ____ / ____

Customer name	Phone
Vehicle make / model / year	Registration number
Odometer reading	Assigned mechanic
Estimated delivery date	Actual delivery date

Customer complaints

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Inspection notes

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Work to be done

Spare parts

Part / description	Qty	Unit price	Line total	Notes

Charges and payment

Parts subtotal	Labour charges
Total	Advance paid
Balance due	Customer signature
Workshop signature	Notes / terms