

AUTO INVOICE TEMPLATE

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I N V O I C E

CLIENT NAME		ORDER NUMBER	
CLIENT PHONE		ORDER RECEIVED BY	
ORDER DATE & TIME		DATE PROMISED	
VIN			
ODOMETER READING		MAKE & MODEL	
LICENSE # & STATE		MOTOR #	

- | | | |
|-----------|-------------|--------|
| LUBRICATE | CHANGE OIL | TRANS |
| BATTERY | FLAT REPAIR | WASH |
| DIFF | WIPERS | POLISH |

LABOR DESCRIPTION	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
LABOR TOTAL	\$

PART NUMBER	PART NAME	QUANTITY	PRICE PER UNIT	AMOUNT
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
PARTS TOTAL			\$	\$

WORK ORDER COMPILED BY		enter tax rate	SUBTOTAL	\$
WORK AUTHORIZED BY			TAX RATE %	
AUTHORIZING PARTY SIGNATURE		enter other cost	TOTAL TAX	\$
AUTHORIZATION DATE			OTHER	\$
			TOTAL	\$

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