Repair Order Template

Editable example for a fleet service call • Replace every example entry before use.

Order: RO-EXAMPLE-017 | Opened: [Date and time] | Technician: [Name]

Business: [Shop or mobile mechanic] | Customer: [Fleet or vehicle owner]

Vehicle: Unit 17 [Year, make, model or VIN] | Odometer or engine hours: [Reading]
Service location: [Address or bay] | Billing or purchase order: [Reference]

Customer Concern

Driver reported a small coolant leak after parking. Fleet coordinator requested a site inspection before approving parts.

Authorization

Initial scope: inspect and report. Additional work: replace one formed coolant hose and two clamps; example authorized billed time 1.2 hours.
Approved by: [Name] | Method: [Phone or written] | Date and time: [Record]

Technician Findings

Example finding: visible coolant residue and leakage at the formed hose connection. Attach photos and record any relevant measurements or inspection limitations.

Work Performed

Example: fitted one matching formed coolant hose and two clamps. Record installed part numbers, fluid specification and amount if applicable, and actual time separately from billed time.

Verification and Handoff

Record the verification performed, result, and any outstanding check.
Disposition: [Released to named contact / left parked pending follow-up] | Closed: [Date and time]

Billing Reference

Invoice: [Invoice number if issued]. List recommendations or work declined separately from completed and billable work.