Auto Repair Estimate

Shop name, address & phone:

No.

Date: ____ / ____ / _____

1 CUSTOMER

Name	Phone	Email

Repair order #	Valid until	Prepared by
	____ / ____ / _____	

2 VEHICLE

Year / make / model	License plate	VIN

Mileage in	Date in	Color	Loaner / ride
	____ / ____ / _____		

Customer concern (in their own words)	What we found (inspection)

3 ESTIMATE

Description	Type	Source	Qty / hrs	Price / rate	Amount	Tax

Estimated completion	Parts $
Notes (what's included, what isn't)	Labor $
	Fees & other $
	Subtotal $
Type: Part / Labor / Fee. For labor, Qty = hours and Price = your hourly rate.	Tax (rate _____ %) $
Source: OEM = new, from the vehicle maker · Aftermarket = new, other brand · Used · Reman = remanufactured	Total $

4 AUTHORIZATION

I authorize the repairs described above for the total shown. The shop will contact me for approval before doing any other work or going over this estimate. This estimate is valid until the date shown above; parts prices may change after that.

Replaced parts

☐ Return them to me ☐ You may dispose of them

Customer signature	Date / or approved by
	☐ Phone ☐ Email ☐ Online on ____ / ____