

Workshop job card

A record of requested and completed work. Issue a separate invoice for payment.

Job and customer

Job number:

Customer:

Contact preference:

Date:

Phone:

Collection time:

Vehicle and assignment

Make / model:

Odometer:

Registration:

Technician / bay:

Customer request and agreed scope

Parts, tyres and labour completed

Description / tyre specification	Quantity	Labour / notes

Findings, recommendations and deferred work

Approval or scope changes

Record the agreed work, who approved it, how approval was received, and the date and time.

Completion and handover

Completed by:

Date / time:

Invoice reference:

Handed over by:

Free to copy and adapt for your workshop. Confirm the vehicle requirements and customer instructions for each job.

tyreshopsoftware.com.au/blog/job-card-template/