Auto body repair order

Fictional completed job jacket. Figures and dates illustrate one repair.

Vehicle, contacts and authorization

Repair order no.
2486

Vehicle / unit ID
2021 midsize SUV | unit S-18

Claim / payer reference
CL-417 (insurer claim)

Customer / contact reference
Sample customer | ref C-18

Advisor
M. Reed

Assigned technician
J. Ellis

Arrival date / time
Nov 9, 2026 | 8:20 a.m.

Promised delivery date / time
Nov 13, 2026 | 4:00 p.m.

Customer authorization record(s)
A1 (Nov 9), A2 (Nov 11)

Current scope and production handoff

Current approved estimate and total
Original $2,450 + approved S1 $360 = $2,810

Pending supplement / insurer status
None. S1 approved Nov 11

Supporting evidence / document references
P3 lamp mount, A1/A2 signed forms, S1 approval, QC-12 final check

Parts / PO / physical receipt
PO 614 | left lamp received and matched Nov 12

Sublet / booking / report reference
None for this example

Current stage / next action / blocker
Delivery recorded. Follow insurer balance.

Follow-up owner / next check
M. Reed | Nov 16, 10:00 a.m.

Scope handed off / checks / reviewer / date
J. Ellis completed assigned work. QC-12 reviewed Nov 13 before pickup.

Delivery and money

Final invoice / total
INV-2486 | $2,810

Actual pickup date / time
Nov 13, 2026 | 3:20 p.m.

Customer responsibility
$500

Customer payments
$500

Customer balance
$0

Insurer responsibility
$2,310

Insurer payments
$1,900

Insurer balance
$410

Outstanding item / person responsible / follow-up date / supporting receipts
M. Reed to follow up on $410 with insurer Nov 16. Receipts R1 and R2 in RO.

File with the job

Keep estimate revisions, signed authorizations, photos, purchase orders, vendor reports, and receipts with the RO. Refer to them here by date or document ID. This cover sheet records the handoff. Use your shop-approved forms for authorization.