Auto body repair order

Fill in one cover sheet per job. Save the PDF with the RO number or print it for a folder.

Vehicle, contacts and authorization

Repair order no.

Vehicle / unit ID

Claim / payer reference

Customer / contact reference

Advisor

Assigned technician

Arrival date / time

Promised delivery date / time

Customer authorization record(s)

Current scope and production handoff

Current approved estimate and total

Pending supplement / insurer status

Supporting evidence / document references

Parts / PO / physical receipt

Sublet / booking / report reference

Current stage / next action / blocker

Follow-up owner / next check

Scope handed off / checks / reviewer / date

Delivery and money

Final invoice / total

Actual pickup date / time

Customer responsibility

Customer payments

Customer balance

Insurer responsibility

Insurer payments

Insurer balance

Outstanding item / person responsible / follow-up date / supporting receipts

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.