REPAIR ORDER NO.

DATE _____

COMPANY _____

ADDRESS _____

_____

UNIT NO. _____ FLEET _____

MAKE _____ MODEL _____ YEAR _____

METER READING _____

REASON FOR REPAIR

☐ 01 Breakdown	☐ 08 P.M.	☐ 23 Modification	☐ 35 Stat. Modification
☐ 02 Consumption-fuel	☐ 09 Rework	☐ 24 Special Study	☐ 36 Theft
☐ 03 Consumption-oil	☐ 10 Road Call		☐ 37 Vandalism
☐ 04 DVIR	☐ 11 Routine	☐ 31 Accident Non-Report	☐ 38 Warranty
☐ 05 Routine Inspection		☐ 32 Accident Report	☐ 39 Natural Causes
☐ 06 Lubrication	☐ 21 Capital Improv.	☐ 33 Mfg. Recall	
☐ 07 Predelivery	☐ 22 Conversion	☐ 34 Stat. Inspection	☐ __ _____

WORK ACCOMPLISHED CODES

01 Adjust	04 EX-Rebuilt	07 Lubricate	10 PMB	13 Other
02 Clean	05 EX-Used	08 Overhaul	11 PMC	20 Towing
03 EX-New	06 Inspect	09 PMA	12 PMD	30 Work Incomplete

REPAIR SITE

☐ 01 Facility
☐ 02 Field
☐ 03 Terminal
☐ 04 Outside
☐ __ _____

REPAIR CLASS

☐ 01 Scheduled
☐ 02 Non-Scheduled
☐ 03 Emergency
☐ __ _____

2008 (Rev. 7/17)

PARTS

PART NUMBER	COMPONENT SYS	COMPONENT ASSY	P M	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST

TOTAL PARTS COST _____

LABOR

EMPLOYEE NAME/NO.	INSTRUCTIONS	COMPONENT SYS	COMPONENT ASSY	P M	WORK ACCOM.	TIME	TOTAL HOURS	HOUR RATE	LABOR COST
						IN			
						OUT			
						IN			
						OUT			
						IN			
						OUT			
						IN			
						OUT			
						IN			
						OUT			
						IN			
						OUT			
						IN			
						OUT			

TOTAL LABOR COST _____

OUTSIDE REPAIR

VENDOR:

INVOICE NO.

COMPONENT SYS	COMPONENT ASSY	P M	WORK ACCOM.	PARTS COST	LABOR COST
			TOTAL		

METER REPAIR/REPLACE

OLD METER _____

RESET/REPLACE METER _____

ESTIMATED UTILIZATION _____

WRITTEN BY _____

APPROVED BY _____

INSPECTED BY _____

COST RECAP

TOTAL LABOR COST _____

TOTAL PARTS COST _____

SUBTOTAL _____

OUTSIDE COST _____

TOTAL REPAIR COST _____

ORIGINAL

SAMPLE

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