



Work Order and Service Checklist

Record the agreed service, additions, job status, and operational notes

View all 7 forms - \$9.99

JOB SCOPE

SERVICE PACKAGE / SCOPE

QUOTED AMOUNT AND APPROVED ADDITIONS

INTERIOR SERVICES

- | | |
|--|---|
| ☐ Remove loose items | ☐ Vacuum seats and floors |
| ☐ Vacuum trunk / cargo | ☐ Clean mats |
| ☐ Clean dash and console | ☐ Clean vents and crevices |
| ☐ Clean interior glass | ☐ Clean door panels |
| ☐ Treat selected surfaces | ☐ Spot clean fabric |
| ☐ Leather service | ☐ Odor source review |

EXTERIOR SERVICES

- | | |
|---|---|
| ☐ Pre-rinse | ☐ Wheels and tires |
| ☐ Contact wash | ☐ Rinse and dry |
| ☐ Door jambs | ☐ Glass and mirrors |
| ☐ Bug / tar treatment | ☐ Clay / decontamination |
| ☐ Polish / enhancement | ☐ Sealant / wax |
| ☐ Coating application | ☐ Trim / tire dressing |

PRODUCTS, EQUIPMENT, EXCEPTIONS, AND JOB NOTES