

TASK Identify information needed and the service requested on a repair order.

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Time off _____
Time on _____
Total time _____

CDX Tasksheet Number: C472

1. Familiarize yourself with the assigned repair order. Locate and list the following information below.
 - a. Date: _____
 - b. Customer: _____
 - c. Address: _____
 - d. Daytime phone number: _____
 - e. Year: _____
 - f. Make: _____
 - g. Model: _____
 - h. Color: _____
 - i. License and state: _____
 - j. Odometer reading: _____
 - k. VIN: _____
 - l. Customer concern(s)/service requested: _____

2. Did the customer sign the repair order authorizing the repairs?

Yes: _____ No: _____

3. Return the sample repair order to its proper storage place.

4. Have your supervisor/instructor verify satisfactory completion of this procedure, any observations found, and any necessary action(s) recommended.

Performance Rating

CDX Tasksheet Number: C472

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Supervisor/instructor signature _____ Date _____