

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

**MLR**  
OC1

**AST**  
OC1

**MAST**  
OC1

**CDX Tasksheet Number: C472**

Time off \_\_\_\_\_

Time on \_\_\_\_\_

Total time \_\_\_\_\_

**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**

**0**

**1**

**2**

**3**

**4**

Supervisor/instructor signature \_\_\_\_\_ Date \_\_\_\_\_

