

Mobile Auto Detailing Work Order

US Letter | Fill in a PDF reader or print at Actual size. Amounts do not calculate automatically.

Business / service provider

Business phone / email

Vehicle owner name

Vehicle owner phone / email

Service location

Record date

Vehicle details

Detail package

☐ Exterior ☐ Interior ☐ Full detail ☐ Other

Condition notes

Work order number

Priority

☐ Routine ☐ Time-sensitive ☐ Urgent

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Assigned worker / crew

Requested vehicle / service package work

Parts / materials

Part / material	Qty / unit	Notes

Completion status

☐ Not started ☐ In progress ☐ Complete ☐ Follow-up needed

Detailing - Agreed tasks & completion record

Record the agreement, actual progress and open work without changing the original order.

Work order / customer reference

Date / person preparing this record

Vehicle / registration / agreed package

Assigned detailer / worker

Planned slot / handover time

Task - describe the agreed work

Agreed

Done

N/A

Exterior body / glass

☐☐☐

Wheels / trim

☐☐☐

Seats / upholstery

☐☐☐

Carpets / interior glass

☐☐☐

Excluded treatments / pre-existing marks / uninspected areas

Unfinished task / next action / owner / date

Worker review name / date

Customer review name / date

Agreed describes scope. Done describes an actual result. Keep unfinished tasks in the open-work notes.