APPENDIX E

WRITTEN INVOICE

A written invoice summarizes information about the completed repair of the customer’s motor vehicle. Some information is required. The repair job shown on the next page, for illustrative purposes only, outlines required information. Written invoices must disclose the following information:

(a) A description of the repairs requested, authorized and performed. This includes a detailed identification of all parts that were replaced and a notation as to which are new OEM, new, OEM surplus, used, rebuilt or reconditioned;

(b) The estimated price of repairs;

(c) The actual price of repairs;

(d) A certification signed by a representative of the facility stating that the repairs were done properly or a detailed explanation of the facility’s inability to complete repairs properly;

(e) The name of the mechanic or mechanic trainee who performed the repairs. In the case of major repairs, the name and state certification number of the mechanic who performed, inspected, approved or supervised the repairs must be included;

(f) The facility’s registration number.

(g) A repair facility does not have to guarantee its repairs. If it does, the guarantee must be in writing and must disclose the scope of the warranty, if any, including any limitations that may exist.

Revised July 2018
Tom's Speedy Service
321 Main Street
Anytown, Michigan 48910
616-739-8088

Date: 2-5-98
Time Received: 8:00 A.M.
Promised Time: 5:00 P.M.

Name: John Doe
Address: 104 Main Street
City: Anytown, Michigan 48910

Name of Additional Person: 
Who May Authorize Repair Work: 

95 Chevy Monte Carlo

Vehicle I.D. No.
2G1WW12M659332427
Odometer: 55,495

Rate: □ Flat □ Hourly □ Both □ Cash □ Check □ Credit Card □ Charge

Repair Order - Labor Instructions

Est. Time Hrs. @ $10

1. Front Brake Job
1.0

Total Labor:
50.00

Total Parts:
240.34

Environ. Charges:

Special Repairs:

Gas, Oil, Grease:

Tires, Tubes:

Total:
290.34

Tax:
14.42

Less Deposit:

TOTAL AMOUNT:
304.76

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ALL PARTS ARE NEW UNLESS OTHERWISE STATED
YOU ARE ENTITLED BY LAW TO THE RETURN OF ALL PARTS
REPLACED EXCEPT THOSE WHICH ARE TOO HEAVY OR LARGE,
AND THOSE REQUIRED TO BE SENT BACK TO THE
MANUFACTURER OR DISTRIBUTOR BECAUSE OF WARRANTY
WORK OR AN EXCHANGE AGREEMENT. YOU ARE ENTITLED TO
INSPECT THE PARTS WHICH CANNOT BE RETURNED TO YOU.

Estimate Increased Total: $ 
Authorized by: John Doe
Mechanic's Name & Michigan Certification Number: Joe Grant M100000
Performed: 1
By: Joe Grant M100000

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CERTIFICATION
MICHIGAN REPAIR FACILITY REGISTRATION NUMBER
Joe Grant F100000