



sales@thetuningworks.com

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Name:	Fred Bloggs
Address:	22 Acacia Av, London LN1
Phone:	01234 567890

Make:	Suzuki
Model:	RGV250
Year:	1993
Reg:	XXXXXXXX
Engine/Chassis:	XXXXXXXX

Invoice No	34567

Description of work required:
Replace Clutch Friction Plates and Springs

Terms and Conditions Accepted - Customer Signature:

Please carry out the work shown above on this form, incorporating any necessary parts and materials. I will pay your charges in full before collecting the vehicle. If I fail to pay the total charges and collect the vehicle or engine within 48 hours of notified completion then I will also pay storage charges of £10 per day until collection. Title of goods will not pass until cleared funds are received.

Date	Work Required	Work Done	Hours	Init	Notes
23-Mar-12	Remove Fairings	Removed	0.1		Non standard bolts some washers missing
	Replace Fairings	Fitted	0.2		
	Drain Oil	Oil drained and disposed of	0.05		
	New Oil	Putoline RS75 750cc	0.05		Remaining oil given to customer
	Check Oil Level	Checked	0.05		
	Remove Clutch Cover	Clutch cover removed and cleaned	0.1		Gasket stuck to case and torn
	Refit Clutch Cover	Clutch cover fitted with new genuine gasket	0.2		
	Replace Friction Plates and Springs	Plates and springs replaced with new EBC CK3333 and CSK007	0.1		
		Total Hours	1.25		

As you can see from the example sheet; rather than receiving a bill with an amount of unspecified labour, TTW itemises each task so you can see where time has been spent.

With TTW you can be sure you will not be paying for coffee to be drunk or phone calls being answered.

You will only be charged for the time spent on your job.

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