

**SCB Towing, Inc.**  
**1234 Any Nice St Lot 4**  
**Baltimore MD 11111**  
**info@scbtowinginc.com**  
**www.scbtowinginc.com**  
**OFFICE: 111-222-3333 FAX: 444-555-6666**  
*We'll Pick it up Anytime - 24/7 Service*

**BILL TO:** JOHN E. DOE TRUCKING  
 1234 ANYWHERE ST  
 BALTIMORE MD 11111

DAY PHONE 111-222-3333	EVENING PHONE 222-333-4444	ORDER ISSUE DATE 8/10/2004
CONTACT NAME John Doe		CUSTOMER NUMBER 1234
ORDER ISSUED BY Fleet Maintenance Department		
VEHICLE / EQUIPMENT DESCRIPTION 2004 Ford E-250 Van		ODOMETER IN 64000
VIN / SERIAL NO 45678901234567890	VEH NO 488-5	TAG NO / PLATE NO J908871
GROUP / DEPARTMENT Delivery		UNIT NO Baker-31
LOCATION Headquarters - Baltimore		STATUS COMPLETED

<b>SUMMARY DESCRIPTION OF WORK</b> Won't Stay in Gear
<b>FULL DESCRIPTION / COMMENTS</b> Ordered Transmission - 8/10/04. Received Transmission 8/15/04. Also perform oil and filter change.

LABOR DETAILS				PARTS / MATERIALS			
DESCRIPTION OF WORK	UNITS	RATE/UNIT	CHARGE	QTY	DESCRIPTION	PRICE EA	PRICE EXT
Checked Transmission	2.0	17.50	35.00	1	Remanufactured Transmission	3250.00	3250.00
Lube Oil and Filter	3.0	17.50	52.50	5	10W40 Motor Oil	4.88	24.40
Replaced Transmissio	48.0	17.50	840.00	1	Oil Filter	16.20	16.20

WORK ORDERED / REQUESTED BY	DATE COMPLETED 8/16/2004	<b>TOTAL PARTS / MATERIALS</b>	3,290.60
AUTHORIZED SIGNATURE		<b>TOTAL LABOR</b>	927.50
		<b>MISCELLANEOUS</b>	.00
		<b>DISCOUNT</b>	.00
		<b>TAX</b>	.00
I hereby acknowledge the satisfactory completion of the work described above.		<b>TOTAL</b>	\$4,218.10