

Repair Estimate Template

For labor time, parts, R&I, R&R, customer approval, and estimate totals

How to use this template

Use this template before sending an estimate to a customer. Fill in the shop, customer and vehicle details, add each repair line item, separate labor from parts, and mark whether the operation is R&I, R&R, repair, replace or inspection. This is a planning template, not legal or insurance advice.

1. Shop, Customer and Vehicle Details

Shop name		Estimate number	
Advisor		Estimate date	
Customer name		Customer phone/email	
Vehicle year/make/model		VIN / plate	
Mileage		Insurance / claim no.	
Requested work / concern		Promised date	

2. Estimate Summary

Labor total	Parts/materials total	Fees/taxes	Estimate total

Tip for clearer estimates

Keep labor and parts separate. Customers are less likely to question the estimate when they can see what is labor time, what is a new part, and what is only removal and reinstall work.

3. R&I and R&R Line Item Examples

Estimate line item	Meaning	Labor	Parts	Customer explanation
R&I front bumper	Remove and reinstall the same bumper to access another repair area	Yes	No new part	The bumper is removed and put back on. It is not replaced.
R&R headlight	Remove damaged headlight and replace it with a new one	Yes	New part required	The old part is replaced with a new or approved replacement part.
R&I seat	Remove and reinstall seat to access wiring or floor repair	Yes	No new part	The seat is removed for access, then reinstalled.
R&R fender	Remove damaged fender and install a replacement	Yes	New part required	The damaged fender is replaced.

4. Repair Estimate Line Items

Use one line per operation. Add notes for approvals, insurance review, customer questions, or parts availability.

#	Operation	Description	Labor hrs	Labor rate	Labor total	Parts/ materials	Line total	Notes
1	R&I / R&R / Repair							
2	R&I / R&R / Repair							
3	R&I / R&R / Repair							
4	R&I / R&R / Repair							
5	R&I / R&R / Repair							
6	R&I / R&R / Repair							
7	R&I / R&R / Repair							
8	R&I / R&R / Repair							
9	R&I / R&R / Repair							
10	R&I / R&R / Repair							

5. Labor Time Worksheet

Labor category	Examples	Hours	Rate	Total
Diagnostic time	Inspection, scan, test drive, fault tracing			
Remove and install (R&I)	Access work, reinstall same part			
Remove and replace (R&R)	Remove old part and install replacement			
Repair labor	Body, mechanical, electrical or trim repair			
Quality check	Final test, inspection, cleanup, customer handoff			

6. Parts and Materials Worksheet

Part/material	New / used / OEM / aftermarket	Qty	Unit cost	Total	Supplier / notes

7. Customer Approval Notes

Estimate explained by	
Customer questions / concerns	
Approved work	
Declined work	
Additional approval needed?	Yes / No
Customer approval method	Phone / email / SMS / in person / digital approval
Approval date and time	

8. Before Sending the Estimate

- ☐ Customer and vehicle details are complete
- ☐ R&I and R&R line items are clearly separated
- ☐ Labor hours and labor rate are shown
- ☐ Parts and materials are listed separately
- ☐ Taxes, shop supplies or fees are shown if applicable
- ☐ Customer approval method is documented
- ☐ Declined work is noted for follow-up
- ☐ Estimate total has been checked before sending

9. Create Estimates Faster in autoGMS

A template is useful when you are getting started. Once your shop is handling regular repair orders, autoGMS helps you create estimates, manage job cards, track approvals, send invoices, and keep customer records in one place.

Next step

Use this template to standardize your estimate workflow. Then move repeated estimate, invoice, customer and job card work into autoGMS so your team does not rely on scattered spreadsheets or manual documents.