



Auto Repair Shop Sublet Repair & Vendor Management Checklist Template 2026

Vendor Selection & Onboarding

Procedures for vetting new specialty shops (machine shops, upholstery, glass, etc.), verifying credentials, and setting up vendor profiles in the management system.

Vendor Business Name

Primary Contact Person

Service Category

- ☐ Machine Shop
- ☐ Auto Glass
- ☐ Upholstery
- ☐ Body Shop
- ☐ Electrical Specialist
- ☐ Other

Date of Onboarding

Enter date...

Vendor License & Insurance Certificate

 Upload File

Required Compliance Documents Received

- ☐ W-9 Form
- ☐ Certificate of Insurance (COI)
- ☐ Tax ID Verification
- ☐ Service Level Agreement (SLA)

Manager Approval Signature



Service Request & Work Order Issuance

Steps for documenting specific repair instructions, providing vehicle details, and ensuring the sublet technician understands the scope of work.

Date of Work Order Issuance

Enter date...

Sublet Vendor Name

Write something...

Repair Priority Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Emergency/Urgent

Detailed Repair Instructions & Scope of Work

Write something...

Required Documentation to Include

- ☐ Photos of damaged parts
- ☐ Vehicle VIN/Identification
- ☐ Original Repair Order copy
- ☐ Internal Technician Notes

Upload Digital Work Order / Service Request Form

 Upload File

Service Advisor Authorization

Parts & Component Tracking

Guidelines for tracking parts sent out for machining or repair, including removal, labeling, and logistics for return to the shop.

Date Part Sent to Sublet Vendor

Part Name & Description

Vehicle VIN/License Plate Reference

Sublet Vendor Assigned

- ☐ Machine Shop
- ☐ Body/Paint Specialist
- ☐ Glass Specialist
- ☐ Auto Electrician
- ☐ Upholstery/Interior

Included Components/Accessories

- ☐ Hardware/Bolts
- ☐ Gaskets/Seals
- ☐ Wiring Harnesses
- ☐ Sensors

Photo Documentation of Part Condition (Pre-Shipping)

 Upload File

Special Instructions or Damage Notes

Write something...

Expected Return Date

Enter date...

Quality Assurance & Re-Inspection

Standardized inspection steps for verifying the quality of returned sublet work before the vehicle is released to the customer.

Repair Completion Status

- ☐ Passed Inspection
- ☐ Failed Inspection - Re-work Required
- ☐ Pending Further Testing

Inspection Checkpoints Completed

- ☐ Visual Inspection of Workmanship
- ☐ Functionality/Operational Test
- ☐ Cleanliness of Component/Part
- ☐ Fitment & Tolerance Verification

Discrepancy Details

Write something...

Post-Repair Photos

 Upload File

Technician Verification Signature

Inspection Date

Enter date...

Invoice Verification & Cost Control

A process for matching sublet invoices against original estimates, checking for labor discrepancies, and ensuring accurate markup application.

Invoice Date Received

Enter date...

Sublet Invoice Amount

Enter a number...

Original Estimated Cost

Enter a number...

Discrepancy Found?

☐ No

☐ Yes

Notes on Price Variance or Discrepancies

Write something...

Upload Scanned Vendor Invoice

 Upload File

Service Manager Approval

Vendor Performance & Compliance Audit

Periodic review of vendor turnaround times, accuracy of work, and adherence to agreed-upon pricing and communication standards.

Audit Date

Enter date...

Vendor Name

- ☐ Machine Shop Alpha
- ☐ Precision Glass Services
- ☐ Master Upholstery
- ☐ Auto Electrical Specialists

Compliance Checkpoints Met

- ☐ On-time delivery met
- ☐ Work accuracy within standards
- ☐ Pricing matches contract
- ☐ Communication responsiveness

Vendor Score (1-10)

Performance Discrepancy Notes

Upload Supporting Documentation (Photos/Invoices)



Upload File

Auditor Signature

Payment & Accounting Reconciliation

Final steps for approving vendor payments, updating the shop's accounts payable, and closing out the sublet work order.

Date of Invoice Received

Sublet Invoice Amount

Enter a number...

Payment Method Used

- ☐ Credit Card
- ☐ ACH/Bank Transfer
- ☐ Check
- ☐ Company Account/Line of Credit

Reconciliation Verification Steps Completed

- ☐ Invoice matches Sublet Work Order
- ☐ Markup applied correctly
- ☐ Tax calculation verified
- ☐ Vendor payment authorized

Upload Digital Invoice Copy

 Upload File

Accountant/Manager Approval Signature

< Previous

> Next

✓ Finish

 Generate Sample Report