

Flat Rate Repair Task Worksheet

Use this form to manually create a flat rate task. Please give this form to the service manager so that they can consider adding it to the flat rate database.

Step 1: Description of the Repair _____

Part Number	Vendor	Manufacturer	Name of Part	Direct Cost	Multiplier	Retail Price
Total Retail Price of Parts						

Step 2: Calculate Labor: \$2.25 x _____ (minutes) = _____ (retail price of labor). Carry this number below.

Calculate Retail Price of Task

Step 3: Retail price of parts \$ _____ + retail price of labor \$ _____ (above) = \$ _____ (total price).

Use task number GEN-0001. Always include enough time to clean, create invoice, close equipment, retest, and put away your tools.

Parts Material Mark-Up Table

.01	.49	x 6.00	20.00	29.99	x.3.38	300.00	349.99	x.1.75
.50	.99	x 5.75	30.00	39.99	x.3.25	350.00	399.99	x.1.73
1.00	1.49	x 5.50	40.00	49.99	x.3.13	400.00	499.99	x.1.69
1.50	1.99	x 5.25	50.00	59.99	x.3.00	500.00	749.99	x.1.60
2.00	2.49	x 5.00	60.00	69.99	x.2.75	750.00	999.99	x.1.55
2.50	2.99	x.4.75	70.00	79.99	x.2.63	1,000.00	1,499.99	x.1.50
3.00	3.99	x.4.50	80.00	89.99	x.2.50	1,500.00	1,999.99	x.1.45
4.00	4.99	x.4.38	90.00	99.99	x.2.33	2,000.00	2,999.99	x 1.40
5.00	5.99	x.4.25	100.00	139.99	x.2.25	3,000.00	4,999.99	x.1.35
6.00	6.99	x.4.13	140.00	169.99	x.2.17	5,000.00	9,999.99	x 1.34
7.00	7.99	x 4.00	170.99	199.99	x.2.00	10,000.00	24,999.99.	x 1.33
8.00	8.99	x 3.75	200.00	239.99	x.1.86	25,000.00	49,999.99	x.1.33
9.00	9.99	x. 3.63	240.00	269.99	x.1.82			
10.00	19.99	x.3.50	270.00	299.99	x.1.79			

Step 4: I recommend adding this task our flat rate software. I do not (or unsure) recommend adding this task our flat rate database.

Technician's Name: _____ Date Completed: _____