Mobile Bicycle Repair Business Working Workbook

Work, Money & Place | Local review edition v2 | November 20, 2026

Editable blank forms come first. Completed fictional examples follow in a separate section. Make a copy of the blank master for your own business; case examples do not supply actual permissions, skill evidence or demand.

Each form is linked to the lessons that use it. Type in the blank response paragraphs, or print and write by hand. The complete course contains the full technical methods and reasoned exercise answers.

Stock scans all eight own-business slots, including opening units and rows after a gap. Confirm the number of filled rows in Stock C23. A mismatch or partial row withholds totals J34 and K34; zero is valid only when no rows are filled. Complete every required zero in a used row.

Your order C19 is only the actual fee withheld from service receipts. It cannot exceed those receipts. Record a genuine additional processor bank debit paid in C47 with its reason, date and statement reference in C48; confirm 0 when none. It is included once in management cost and linked Cash49. Unknown or unreconciled fee data blocks a successful result. Refundable-security fees remain separate in the rental workbook.

Blank working forms

F01 Supported service and competence boundary

Choose the task before advertising.

Lessons: L01. Fill the neutral fields for your business. All examples below are fictional and do not establish competence.

Customer problem and task

Describe one result.

Response _____

_____

Supported assembly

Record actual models/instructions, not just brand.

Response _____

_____

Demonstrable now

List evidence with date.

Response _____

_____

Practice needed

Name observer and unresolved skill.

Response _____

_____

Exclusions and referral

State clear boundaries.

Response _____

_____

Hold rule

Name observable trigger.

Response _____

_____

F02 Demand and purchase gate

Learn whether a specific local problem supports the offer.

Lessons: L02, L12. Keep conversation, eligible lead, quote and booking counts separate; record actual responses only.

Area and customer hypothesis

Select a bounded real target.
Response _____

_____

Interview prompts

Ask about actual past behavior.
Response _____

_____

Conversation evidence

Date, permission and actual answer; avoid unnecessary personal data.
Response _____

_____

Unresolved conditions

Separate interest from ability and permission.
Response _____

_____

Purchase decision

State continue/revise/hold and evidence threshold.
Response _____

_____

Next review date

Set your own review point.
Response _____

_____

F03 Previsit compatibility and screening

Avoid promising an unsupported system or part.

Lessons: L03. Attach genuine matching manufacturer instructions or authentic installed markings; record missing facts as unknown. The filled Case B remains HOLD and contains no invented rim-pressure clearance.

Bicycle and authority

Make/model/year, owner authorization, motor assistance.

Response _____

_____

Tire and tube

Exact ETRTO, construction, valve, useful valve length.

Response _____

_____

Wheel and retention

Installed hub/skewer/rim and release.

Response _____

_____

Rim and pressure evidence

Record actual manufacturer/marking and numerical permission before inflation.

Response _____

_____

Condition and symptom

Crash, repeated flat, brake concern, damage.

Response _____

_____

Notices and booking decision

Identifiers searched, date, unresolved items.

Response _____

_____

F04 Permitted rehearsal and observer record

Demonstrate the whole task before paid work.

Lessons: L04. Use owned or expressly permitted equipment; no fixed time or repetition count confers readiness.

Permission and bicycle

Identify equipment and permission.
Response _____

_____

Instructions and kit

List versions and suitable tools.
Response _____

_____

Observed sequence

Record actual steps and omissions.
Response _____

_____

Observer and limits

Actual name/qualification and direct observations.
Response _____

_____

Evidence and next action

Pass/hold supported by facts.
Response _____

_____

F05 Front flat task and verification record

Keep cause, work and checks connected.

Lessons: L05, L06, L07, L08. One evidence-based record per bicycle. “Not performed—HOLD” is not a pass. Complete only actions actually performed under applicable instructions; Case B stops before mechanical work.

Before state and orientation

Record symptom, visible issues and valve reference.

Response _____

_____

Release and wheel removal

Identify actual mechanism and controlled state.

Response _____

_____

Cause and inspection

Tube leak, matching object, tire/rim/tape condition.

Response _____

_____

Part and installation

Exact supplied tube; trap and seating checks.

Response _____

_____

Pressure

Tire interval, actual rim limit source, selected setting, gauge.

Response _____

_____

Refit and brake restoration

Seated axle, cam movement, closure/clearance, noodle capture.

Response _____

_____

Result and hold status

Wheel spin, brake function, controlled check, limits.

Response _____

_____

Waste and handoff

Customer receives report/old parts; disposal permission.

Response _____

_____

F06 Site route and operating conditions record

Check whether the appointment can happen as planned.

Lessons: L04, L09. Complete before departure and recheck on arrival; record real permission and local decisions.

Site and contact

Private address, authorization, adult presence.
Response _____

_____

Ground light and separation

Stable stand, dry handling, public access.
Response _____

_____

Travel and buffer

Every leg plus separate unused allowance.
Response _____

_____

Local decisions

Business/work jurisdiction, home/storage activity and permissions.
Response _____

_____

Coverage and stop decision

Actual policy response and adverse conditions.
Response _____

_____

F07 Independent estimate and actual comparison

Cost the whole task before selecting a price.

Lessons: L10, L13. First record a dated contingent resource estimate, before price/receipts. Its paper simulation is separate from held Case B; never populate actuals with events that did not occur.

Task quantity and time

Parts, full timeline and separate buffer.
Response _____

_____

Owner value and cash

Use own planning rate; itemize cash.
Response _____

_____

Stock purchase and use

Whole packs; full unit precision; losses separate.
Response _____

_____

Allocations and prefee cost

Avoid counting the same resource twice.
Response _____

_____

Chosen price and fee

Price after estimate; actual gross fee basis.
Response _____

_____

Baseline and management result

Dated static plan; reserve is not expense.
Response _____

_____

Actual and change

Evidence-based minutes/stock/cash; do not erase baseline.
Response _____

_____

F08 Customer estimate and confirmation

Provide a complete readable agreement record.

Lessons: L11. These neutral labels form a template. The filled example is wholly fictional, unsent and not a complete statutory cancellation notice. Apply actual consumer rights and required notices.

Sender business contact

Actual trading identity, person and working contact.
Response _____

_____

Customer and inquiry

Authorized customer/contact and requested task.
Response _____

_____

Date number and validity

Issue date, expiration, appointment.
Response _____

_____

Exact scope and allowance

Model, task, supplied part, included visit and follow-up.
Response _____

_____

Exclusions and conditions

Unsupported systems and hold/change triggers.
Response _____

_____

Price tax and total

Show complete total and basis.
Response _____

_____

Payment and cancellation

Deposit, timing, method and declined-work charge.
Response _____

_____

Changes and correction

Prior approval, remedy/reporting path and follow-up.
Response _____

_____

Approval status

Record who approved exact version and when; no invented actual consent.
Response _____
_____

F09 Two week outreach and campaign funnel

Test specific channels without mixing populations.

Lessons: L12. All messages are drafts; send nothing automatically. Use actual eligible counts and a consistent cutoff.

Channel and permission

Who may permit contact/posting and why audience fits.
Response _____

_____

Profile service description

State scope, area, intake, limits and contact.
Response _____

_____

Interview follow up messages

Use permission-based language; no fabricated partnership.
Response _____

_____

Days 1 7

Preparation, permission, interviews.
Response _____

_____

Days 8 14

Revise, quote only when ready, review.
Response _____

_____

Campaign population and cutoff

Spend, raw, qualified, quoted, booked, completed.
Response _____

_____

Calculated metrics and decision

Same-cohort denominators; pending is not completed.
Response _____

_____

F10 Handoff and correction record

State the result and unresolved conditions clearly.

Lessons: L08, L13. Keep the technical result distinct from payment, acceptance and a refund.

Task result or hold evidence

State performed work and supported measurements, or unresolved facts and prohibited actions.
Response _____

_____

Customer response payment

Actual acceptance and receipt/balance.
Response _____

_____

Follow up status

Actual date/time/question/result, or proposed and not performed.
Response _____

_____

Concern and immediate action

Symptom, not assumed cause; stop use where appropriate.
Response _____

_____

Correction refund

Approval, time, stock, money and technical closure.
Response _____

_____

F11 Readiness decision

Choose a concrete next action from actual evidence.

Lessons: L14. Mark each necessary condition evidenced or unresolved; examples are not evidence for your launch.

Scope instructions

Actual supported assembly and current primary manuals.
Response _____

_____

Observed competence

Complete rehearsal including hold decisions.
Response _____

_____

Demand and independent estimate

Actual eligible interest; dated cost baseline.
Response _____

_____

Site local coverage kit

Actual confirmations and suitable equipment.
Response _____

_____

Decision and next action

Ready for limited pilot/rehearse/revise/hold.
Response _____

_____

Completed fictional examples

All identities, contacts, requests and communications are fictional, unsent teaching examples. Case B remains on HOLD: the selected actual rim’s numerical pressure permission is unverified, and no repair, inflation, paid completion or ready-to-ride release is claimed. The separate paper full-job financial simulation assumes conditional resources and receipts for arithmetic only; it supplies no physical, demand, competence or permission evidence.

F01 Supported service and competence boundary

Choose the task before advertising.

Lessons: L01. Fill the neutral fields for your business. All examples below are fictional and do not establish competence.

Customer problem and task

Proposed conventional FRONT inner-tube service; exact compatibility, pressure evidence and observed competence must exist before any repair offer is activated.

Supported assembly

Reference: Trek FX 1 Gen 3, model 1042795; front Formula FM21/QR22, Tektro linear-pull brake and H2 Comp 35-622. Actual installed rim identity/pressure evidence is incomplete: HOLD.

Demonstrable now

None supplied; learner has not demonstrated paid-service readiness.

Practice needed

Observer not yet arranged; full wheel removal/refit and brake restoration require assessment.

Exclusions and referral

E-bikes, rear hubs, tubeless, structural and brake-adjustment work referred.

Hold rule

No correct QR closure, brake capture, rim instructions or suitable site means no ready-to-ride handoff.

F02 Demand and purchase gate

Learn whether a specific local problem supports the offer.

Lessons: L02, L12. Keep conversation, eligible lead, quote and booking counts separate; record actual responses only.

Area and customer hypothesis

Fictional test: conventional hybrid riders within a planned 20-minute drive of base.

Interview prompts

Last flat; bicycle/system; how resolved; transport inconvenience; timing; chosen alternative; reaction to exact scope/price.

Conversation evidence

Illustrative five interviews: two compatible, one asks for the offer, two need excluded systems, one prefers a shop.

Unresolved conditions

Mechanical practice, coverage and rim-limit evidence still missing.

Purchase decision

Continue interviews; no dedicated kit purchase. Two actual compatible problems and one explicit offer request are a fictional learning gate, not market validation.

Next review date

November 30, 2026, fictional review date; zero actual outreach completed in this package.

F03 Previsit compatibility and screening

Avoid promising an unsupported system or part.

Lessons: L03. Attach genuine matching manufacturer instructions or authentic installed markings; record missing facts as unknown. The filled Case B remains HOLD and contains no invented rim-pressure clearance.

Bicycle and authority

Morgan Lee; Trek FX 1 Gen 3, model 1042795; conventional nonmotorized bicycle. Owner request is assumed for the fictional case.

Tire and tube

Proposed H2 Comp 35-622 tube-type tire and Schwalbe standard 17 AV/Schrader 40 mm butyl tube. Size range alone does not clear the actual wheel or authorize fitting.

Wheel and retention

Model reference lists Formula FM21/QR22, Connection Schrader rim and Tektro linear-pull brake. Actual installed rim identity and its applicable pressure instruction remain unverified.

Rim and pressure evidence

Tire-only table: H2 Comp 35-622, 60–95 psi [S03]. Actual rim numerical limit/source: UNKNOWN. Permitted combined interval: NOT ESTABLISHED. Selected pressure/gauge result: blank. HOLD repair/inflation/release; do not infer a rim maximum.

Condition and symptom

Single front flat after commute; no reported impact; no other complaint in simulated intake.

Notices and booking decision

No actual recall clearance supplied. Booking status: information needed/HOLD; no repair appointment confirmed. Obtain matching installed-rim pressure evidence and remaining technical/local/competence records or refer.

F04 Permitted rehearsal and observer record

Demonstrate the whole task before paid work.

Lessons: L04. Use owned or expressly permitted equipment; no fixed time or repetition count confers readiness.

Permission and bicycle

Practice not performed. Owned/expressly permitted equipment and qualified observer must be arranged; selected rim has no verified numerical pressure permission.

Instructions and kit

Current Trek owner manual; wheel and tire steps; Schwalbe tube/fitting; PRS-25 instructions; gauge pump, plastic levers and labels.

Observed sequence

Inactive fault-recognition exercise only: noodle shown resting outside its full capture. No live sequence, inflation, corrected connection or passed check is claimed.

Observer and limits

Not supplied; no real observer, skill result or credential claimed.

Evidence and next action

HOLD complete physical rehearsal and paid work. Obtain actual rim evidence and a qualified mechanic’s assessment/observation of the full eligible sequence; paper explanation is permitted now.

F05 Front flat task and verification record

Keep cause, work and checks connected.

Lessons: L05, L06, L07, L08. One evidence-based record per bicycle. “Not performed—HOLD” is not a pass. Complete only actions actually performed under applicable instructions; Case B stops before mechanical work.

Before state and orientation

Fictional Case B intake reports a front flat on the reference conventional system. No onsite condition assessment or tire opening performed; rim-pressure evidence is missing.

Release and wheel removal

NOT PERFORMED—HOLD before repair. No brake release opened and no wheel removed in Case B. Conditional exact removal method is taught in L05 for eligible supervised work.

Cause and inspection

NOT EXAMINED in Case B. Separate inactive puncture-map exercise illustrates a possible thorn/hole alignment; it is not this customer’s finding or tire/rim/tape acceptance.

Part and installation

Proposed compatible part only: Schwalbe standard 17 AV/Schrader 40 mm, range includes 35-622. No tube fitted, bead seating passed or stock issued to held Case B.

Pressure

H2 Comp 35-622 tire-only range 60–95 psi. Matching actual rim maximum/source UNKNOWN; combined interval NOT ESTABLISHED. Selected setting and gauge result blank. NO INFLATION—HOLD.

Refit and brake restoration

NOT PERFORMED—HOLD. No refit, QR closure, retention or brake-restoration pass claimed. The complete future supervised procedure and checks remain in L08.

Result and hold status

HOLD: no repair, inflation, static/walking/ride check or ready-to-ride release. Need authentic matching rim-pressure information, actual assembly assessment and qualified competence evidence before reconsideration.

Waste and handoff

Written unresolved-status notice proposed; old tube remains in bicycle and no waste/part removal occurs. No physical handoff or customer acceptance of a repaired result.

F06 Site route and operating conditions record

Check whether the appointment can happen as planned.

Lessons: L04, L09. Complete before departure and recheck on arrival; record real permission and local decisions.

Site and contact

Proposed fictional customer Morgan Lee, Portland private garage apron; actual address would remain private. Adult presence and permission are requirements to verify, not observed Case B facts; no visit is booked or dispatched.

Ground light and separation

Proposed site requirements only: firm level private area, light and separated work zone. Case B is not dispatched or visited; no onsite condition or permission is claimed.

Travel and buffer

Conditional paper full-job travel: 20 minutes outbound + 20 return; 30 unused calendar minutes excluded from the 190 planned owner minutes. No Case B travel performed.

Local decisions

Real Portland/Multnomah registration, zoning and worksite decisions unresolved for learner; examples do not establish them.

Coverage and stop decision

Customer-bike custody/completed repair/test-ride/business-vehicle questions pending; hold paid launch until resolved.

F07 Independent estimate and actual comparison

Cost the whole task before selecting a price.

Lessons: L10, L13. First record a dated contingent resource estimate, before price/receipts. Its paper simulation is separate from held Case B; never populate actuals with events that did not occur.

Task quantity and time

Conditional paper full-job model: one conventional FRONT inner tube, 190 planned owner minutes, 30 separate unused calendar minutes. Case B is on HOLD before work; no actual cycle measured.

Owner value and cash

$30/hour × 190/60 = $95 owner value. Fuel $5 + parking $3 = $8 cash.

Stock purchase and use

Conditional paper stock: $50.65 purchase; $7.25 tube + $0.105 glove pair + 3 × $0.08 wipes + $0.095 label = $7.69 use; no loss; $42.96 remaining. No Case B purchase, issue or consumption.

Allocations and prefee cost

Nonfuel vehicle $5 + equipment $4 + overhead $8. Prefee economic cost $127.69.

Chosen price and fee

Conditional paper completion: proposed $160 revenue, $0 modeled tax, one assumed $160 receipt and invented 3% + $0.30 fee = $5.10. Full modeled economic cost $132.79; no actual Case B payment.

Baseline and management result

November 20, 2026 static PAPER baseline: $160 proposed price, 190 planned minutes, $132.79 full cost; $27.21 before reserve and $17.21 after $10 designation. No mechanical approval is implied.

Actual and change

Case B: HOLD before repair, $0 charged/received, no tube used; actual inquiry/research time unmeasured. Separate paper overrun of 30 minutes plus lost tube adds $22.25 and reduces hypothetical before-reserve profit to $4.96; not a Case B event.

F08 Customer estimate and confirmation

Provide a complete readable agreement record.

Lessons: L11. These neutral labels form a template. The filled example is wholly fictional, unsent and not a complete statutory cancellation notice. Apply actual consumer rights and required notices.

Sender business contact

Spoke at Home Bicycle Service; Riley Vale; riley@spokeathome.example.invalid; 503-555-0142; fictional Portland mobile service.

Customer and inquiry

Morgan Lee; morgan.lee@example.invalid; 503-555-0116. Morgan initiated contact November 20, 2026 and specifically requested personal-property front-flat repair at home.

Date number and validity

Conditional estimate B-001, issued November 20, 2026; valid through November 22 at 5 p.m. Pacific. Proposed November 23, 10–11:30 a.m. visit at Morgan’s fictional private Portland residence is NOT BOOKED: rim-pressure evidence unresolved; no dispatch.

Exact scope and allowance

Proposed only: Trek FX 1 Gen 3 model 1042795 conventional FRONT inner tube, Formula QR / Tektro linear-pull system. If all gates are later established, remove/refit front wheel, assess cause, retain a serviceable H2 Comp 35-622 tire, supply/fit Schwalbe standard 17 AV/Schrader 40 mm butyl tube, restore brake, document permitted pressure/checks and clean up; up to 90 minutes onsite plus one included 10-minute follow-up. No task/follow-up performed in held Case B.

Exclusions and conditions

No e-bike, rear-wheel, structural, brake-adjustment, truing, bearing, tubeless or extra-part work; no safety certificate. Actual rim numerical maximum/source is missing: no selected pressure, repair, inflation or release. Actual assembly/condition, compatible parts, qualified competence and permitted site remain necessary.

Price tax and total

Contingent completed-scope proposal only: visit/labor $140 + supplied tube $20 = $160 pretax; modeled Oregon transaction tax 0% = $0; proposed total $160. Current held-case charge/invoice/receipt: $0; no other charges authorized.

Payment and cancellation

No deposit. One payment due only after eligible authorized completion/handoff, without added processing surcharge. Cancel before departure free; sample also charges $0 after departure. Missing pressure evidence or excluded/unsafe finding before repair means $0 and written finding. Case B is held before dispatch; no payment due. Statutory rights remain.

Changes and correction

Stop and obtain written revised scope, total and approval before extra paid work. Contact Riley promptly for concerns. Confirmed service-caused defects are assessed and corrected without added labor charge

within competence or with appropriate qualified help. New punctures require assessment and are not automatically covered. Statutory rights remain. No future-service upsell; provide any applicable statutory notices and timing.

Approval status

Fictional acknowledgment: Morgan replied November 21, 2026 at 4:10 p.m. Pacific that the conditional B-001 $160 proposal was understood. Riley replied 4:20 p.m.: HOLD; no repair booking or work approval activated while rim evidence is missing. No real message, approval, work, payment or booking occurred.

F09 Two week outreach and campaign funnel

Test specific channels without mixing populations.

Lessons: L12. All messages are drafts; send nothing automatically. Use actual eligible counts and a consistent cutoff.

Channel and permission

Two organizer permission requests planned: a neighborhood cycling group and an employer commuter channel. No permission or partnership claimed.

Profile service description

Use the complete fictional, unsent profile in L12; remove any claim not supported by actual readiness.

Interview follow up messages

Use the complete unsent L12 drafts. Ask about the last actual flat and whether the exact scope/price solves it; no repeated unsolicited follow-ups.

Days 1 7

Days 1–2: scope and independent cost. Days 3–4: two permission requests. Days 5–7: up to five voluntary interviews. Review the purchase gate before dedicated spending.

Days 8 14

Day 8: revise the offer. Days 9–11: screened quotes only after readiness. Days 12–14: review all outcomes, including no-fit, canceled and pending orders.

Campaign population and cutoff

Separate closed-cohort arithmetic simulation: $40 spend; 8 raw, 6 qualified, 4 quoted, 2 booked and 2 completed first customers assumed by cutoff. These are not Case B events or real demand; its organic inquiry remains on HOLD and excluded.

Calculated metrics and decision

Qualified cost per lead $6.67 displayed; booked CAC $20; completed CAC $20; qualified-lead-to-booking conversion 33.33%. A small fictional cohort supports an exercise, not a forecast. Campaign owner time 180 minutes × $30/hour = $90; full economic CAC ($40+$90)÷2 = $65. Cash CAC remains $20. At the same $160 scope, $27.21 job profit − $65 acquisition cost = −$37.79 before reserve, −$47.79 after. Revise or wait; no evidence this campaign is viable.

F10 Handoff and correction record

State the result and unresolved conditions clearly.

Lessons: L08, L13. Keep the technical result distinct from payment, acceptance and a refund.

Task result or hold evidence

Case B: HOLD before repair. Exact installed-rim numerical pressure evidence UNKNOWN; no selected setting, inflation, tube fitting, retention/brake pass, walking check or ready-to-ride result. Ask for authentic matching documentation or refer for qualified identification.

Customer response payment

Fictional Morgan acknowledges the no-work/no-charge status November 21, 2026; no dispatch, repair, invoice, payment, processing fee or acceptance of repaired work. Held-case amount due $0.

Follow up status

A documentation-request follow-up is a draft only; no response, air-retention report or actual duration is claimed. The separate full-job cost model includes 10 planned follow-up minutes only; Case B remains unresolved.

Concern and immediate action

Alternate fictional concern: brake release will not remain seated. Not ready to ride; qualified assessment and appropriate resolution needed. No riding requested.

Correction refund

No refund or correction performed for held Case B: receipts $0. Separate completed-job paper sensitivity: a $20 refund after assumed $160 receipt leaves $876.25 closing cash and $7.21 before reserve. It is not this case’s transaction.

F11 Readiness decision

Choose a concrete next action from actual evidence.

Lessons: L14. Mark each necessary condition evidenced or unresolved; examples are not evidence for your launch.

Scope instructions

Reference assembly documented at model level; actual installed-rim numerical pressure limit is UNKNOWN. No combined interval or selected pressure: HOLD before repair/inflation/release.

Observed competence

Unresolved: no actual observed practice or mechanical skill evidence supplied.

Demand and independent estimate

Fictional examples only; learner needs actual local research and observed complete-cycle timings.

Site local coverage kit

Unresolved until actual business, location, equipment and coverage decisions are recorded.

Decision and next action

HOLD paid launch and complete physical rehearsal. Obtain authentic matching rim-pressure evidence and qualified observed complete wheel/QR/brake practice; resolve local/coverage evidence. Demand interviews, paper costing and inactive explanation may continue without buying stock.