

# Quick, Safe and Hassle Free!!

## "Early Bird" Drop off service



1. Fill out information on this envelope
2. Sign authorization below
3. Leave your locked car on our lot.
4. Place your keys in this envelope. (Trunk & Ignition key)
5. Drop envelope in mail slot. (lower right side of office door).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER WHERE YOU MAY BE REACHED DURING BUSINESS

HOURS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

MAKE OF CAR \_\_\_\_\_ MODEL OF CAR \_\_\_\_\_

YEAR OF CAR \_\_\_\_\_ LIC. NO. \_\_\_\_\_ MILEAGE \_\_\_\_\_

Please contact us before repairs start if you would like us to save any replaced parts.

There will be a \$10.00 a day storage charge 5 days after the completion date.

COMMENTS: \_\_\_\_\_

I hereby authorize the repair work to be done along with necessary material. I agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by supplier or transporter. I hereby grant you and your employees permission to operate the above vehicle on the streets, highways or else where for the purpose of testing repairs and/or inspection. An express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto, and I further agree to pay reasonable attorneys' fees and court costs in the event legal action is necessary to enforce this contract. We reserve the right to repair the vehicle at any of our facilities. I acknowledge that the total estimate of repairs includes all parts, labor, handling and diagnosis and agree that, if closer analysis finds that additional repairs are necessary, I will be contacted for authorization if the amount I must pay will increase. POWER OF ATTORNEY: For consideration of repairs made to this vehicle, I hereby grant my POWER OF ATTORNEY to sign or endorse any checks and/or drafts made payable to me, and any release thereto, as settlement for my claim for damage to this automobile.

Please Sign Here \_\_\_\_\_ Date \_\_\_\_\_



## VEHICLE CHECK-IN REPORT

1. Don't forget ignition & trunk key. Do you have wheel locks? If so, where is the key located in your vehicle?  
\_\_\_\_\_
2. Have you removed all of your belongings? \_\_\_\_\_  
(especially in the damaged area.) 1) Garage door opener, 2) Parking permit, 3) Car Phone, 4) Tapes/CDs, 5) Money/Clothes.
3. Did you run over any curbs or obstacles? \_\_\_\_\_  
If so, with which wheel? \_\_\_\_\_
4. Are there any additional areas you would like to have repaired? i.e. alignment, interior damage, or mechanical problems? \_\_\_\_\_  
\_\_\_\_\_
5. Are you the insured? \_\_\_\_\_ or claimant? \_\_\_\_\_

\*\*\*\*\* Please initial below for payment policy \*\*\*\*\*

All repairs made in our body shop are on a C.O.D. basis. Arrange to have your insurance check upon delivery. The following methods of payment will be accepted: 1) Cash 2) Personal Check up to **3,000** 3) Insurance Check 4) Certified Check 5) MasterCard, Visa or Discover  
Your insurer may require the use of non-O.E.M. or depreciation on specific parts.

Customer Approval Initials \_\_\_\_\_