

**SELF SERVICE REPAIR ORDER**  
**FOR EARLY MORNING OR AFTER HOURS DROP OFF**

1. Please fill out form completely.
2. Lock car and leave in assigned area.
3. Place your keys and this form in a drop off envelope.
4. Place envelope in drop off slot or leave with receptionist.
5. Be sure to leave a phone number where you can be reached.

NAME _____	License No. _____	
ADDRESS _____		
CITY _____	ZIP _____	Mileage _____
Home Phone _____	Daytime Phone _____	
Year _____	Make & Model _____	Color _____

**SERVICE CHECK LIST:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lube/Oil/Filter | <input type="checkbox"/> Brake Service           | <input type="checkbox"/> Differential Service |
| <input type="checkbox"/> Tire Rotation   | <input type="checkbox"/> Cooling System Service  | <input type="checkbox"/> Tune Engine          |
| <input type="checkbox"/> Balance Tires   | <input type="checkbox"/> Service Air Conditioner | <input type="checkbox"/> Check Fluids         |
| <input type="checkbox"/> Align Front End | <input type="checkbox"/> Transmission Service    | <input type="checkbox"/> _____ Mile Service   |

Other Service Desired / Description of Problem \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ CAREFULLY, CHECK ONE OF THE FOLLOWING STATEMENTS BELOW, AND SIGN:  
I UNDERSTAND THAT UNDER THE STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE  
IF MY FINAL BILL EXCEEDS \$100.00.

- \_\_\_\_\_ I REQUEST A WRITTEN ESTIMATE  
\_\_\_\_\_ I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE REPAIR DOES  
NOT EXCEED \$\_\_\_\_\_ THE SHOP MAY NOT EXCEED THIS AMOUNT  
WITHOUT MY WRITTEN OR ORAL APPROVAL  
\_\_\_\_\_ I DO NOT REQUEST A WRITTEN ESTIMATE

I hereby authorize the repair work noted herein to include sublet work to be done along with necessary materials. You and your employees may operate the vehicle described herein on streets, highways or elsewhere for the purpose of testing and/or inspection at my risk. An express mechanic's lien is hereby acknowledged on vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to cars or articles left in cars in case of fire, theft or any other cause beyond your control or for any other delays caused by shipment or unavailability of parts.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_