

# To Our Early Morning or Late Evening Drop Off Service Customers

1. Type your order on this form and print it, or print and write in your order.
2. Be sure to sign this form.
3. Leave your car on our lot and locked.
4. Place this form and your keys in an envelope from our drop box.
5. Drop envelope in mail slot in service area.



Name \_\_\_\_\_ Lic. Plate \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Mileage \_\_\_\_\_

Preferred Method of Contact:

Home Phone: \_\_\_\_\_  Cell Phone: \_\_\_\_\_  Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Year \_\_\_\_\_ Make & Model \_\_\_\_\_ Color \_\_\_\_\_

### USE THIS HANDY CHECK LIST

- |  |   |
|--|---|
| <input type="checkbox"/> Perform _____ Mile Maintenance Per Factory Recommendations                  | <input type="checkbox"/> Lube, Oil and Filter             |
| <input type="checkbox"/> Replace Air Filter  | <input type="checkbox"/> Transmission Service             |
| <input type="checkbox"/> Inspect Brakes  | <input type="checkbox"/> Check AC/Heating Systems         |
| <input type="checkbox"/> 2 Wheel Align <input type="checkbox"/> 4 Wheel Align                        | <input type="checkbox"/> Check Exhaust System             |
| <input type="checkbox"/> Balance Wheels <input type="checkbox"/> Front <input type="checkbox"/> Rear | <input type="checkbox"/> Check Steering and Shocks        |
| <input type="checkbox"/> Repack Front Wheel Bearings   | <input type="checkbox"/> Aim Headlights                   |
| <input type="checkbox"/> Flush Radiator-Add Coolant  | <input type="checkbox"/> Body Damage                      |
| <input type="checkbox"/> Engine Tune-Up  | <input type="checkbox"/> Rotate Tires                     |
| <input type="checkbox"/> Replace Fuel Filter   | <input type="checkbox"/> Install Previously Ordered Parts |
| <input type="checkbox"/> _____ Mile Inspection   |   |

Other Service Desired/Description of Problem:

I voluntarily request that you provide service or parts in the repair of the above described motor vehicle in an amount not to exceed .

I hereby authorize the above repair work to be done along with the necessary material, and hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. Dealer not responsible for unavailability of parts or delays in parts shipments beyond dealer's control nor for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond our control. I acknowledge this vehicle received without face to face contact.

I understand, because of the DROP OFF SERVICE, I am unable to receive a copy of the estimated service.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| DO YOU WANT OLD PARTS?                                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| HAVE YOU CHANGED YOUR WIPER BLADES IN THE LAST SIX MONTHS?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| HAVE YOU CHANGED YOUR AIR FILTER IN THE LAST TWELVE MONTHS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

YOU MUST SIGN >>>>

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CUSTOMER'S SIGNATURE

DATE