

**INSTRUCTIONS FOR OUR
EARLY MORNING AND
LATE EVENING SERVICE CUSTOMERS**

1. Write your work order on this form.
2. Lock your vehicle. Park in assigned area, not in the driveway.
3. Leave a phone number where you can be reached.
4. Place this form, along with the keys, in one of our early bird/night owl envelopes and drop in the early bird/night owl slot to on the front of the building.

NAME _____ LIC. PLATE _____ MILEAGE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ BUS. PHONE _____

CELL PHONE _____ E-MAIL ADDRESS _____

WHEN DO YOU NEED YOUR VEHICLE? DATE _____ TIME _____

MAKE & MODEL _____ YEAR _____ COLOR _____

USE THIS HANDY CHECK LIST

Scheduled Maintenance Due

Miles _____ Mos _____

Change Oil and filter

Check All Fluid Levels

Fluid Leaking

Check Belts and Hoses

Check/Replace Battery and Cables

Check Exterior Lights

Check Exhaust System __ Leaks __ Rattles

Check Air Conditioning System/Output

Check Heating System/Output

Check Transmission Operation

Check Clutch

Electrical Malfunction

Describe _____

Interior/Exterior Detail

OTHER SERVICES – PROBLEM DESCRIPTION _____

Flush Cooling System

Engine Overheating

Check Engine (Emissions) Light On

Other Warning Light On

describe _____

Check Brakes __ Noise __ Shakes

Replace Wiper Blades

Chassis Alignment

Rotate & Balance Wheels

Check Tire Pressure (Inc. spare)

Check Suspension __ Noise

__ Ride Quality

Check Steering __ Pulls

__ Shakes

Call Me Yes No and give an estimate before any work is performed. Please return the old parts to me Yes No.

I hereby authorize the above repair work to be done along with the necessary parts and labor, and agree that you are not responsible for loss or damage to vehicle or articles left in 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 the supplier or transporter. I 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 the repair thereto. I understand because of the EARLY BIRD SERVICE, I am unable to receive a copy of the service estimate while placing this order.