

# Done Right Auto Appointment Request Form



## Customer Information

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## Vehicle Information

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

### Check all items to be performed

- |  |   |
|--|---|
| <input type="checkbox"/> Change Oil                  | <input type="checkbox"/> Flush Cooling/Change Coolant   |
| <input type="checkbox"/> Change Oil Filter           | <input type="checkbox"/> Adjust Brakes                  |
| <input type="checkbox"/> Chassis Lube                | <input type="checkbox"/> Emission Service               |
| <input type="checkbox"/> Change Transmission Fluid   | <input type="checkbox"/> Replace Wiper Blades           |
| <input type="checkbox"/> _____ Mile Maint. Service   | <input type="checkbox"/> Adjust Clutch                  |
| <input type="checkbox"/> Monthly Maint. Service      | <input type="checkbox"/> Service Automatic Transmission |
| <input type="checkbox"/> Tune-up                     | <input type="checkbox"/> Service Air Conditioner        |
| <input type="checkbox"/> Front End Alignment         | <input type="checkbox"/> Replace Muffler                |
| <input type="checkbox"/> Rotate & Balance Tires      | <input type="checkbox"/> Replace Shocks                 |
| <input type="checkbox"/> Repack Front Wheel Bearings | <input type="checkbox"/> Scope Engine                   |
| <input type="checkbox"/> Reline Front Brakes         | <input type="checkbox"/> State Inspection               |
| <input type="checkbox"/> Reline Rear Brakes          |   |

Other work to be done or description of problems.

PLEASE CHECK ONE OF THE ITEMS BELOW TO AUTHORIZE WORK

\_\_\_\_\_ Call me to give me an estimate before any work is performed other than diagnostic work necessary to estimate the cost of repair.

\_\_\_\_\_ I hereby authorize the above repair work to be done along with the necessary materials, 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 mechanics lien is hereby acknowledged on the 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. All work cash unless prior arrangements made.

Signature \_\_\_\_\_