



1. Fill out your order on this document and print.
Include this sheet with your keys in the drop off envelope.

2. Park your car in the parking lot. Be sure it is locked.

3. Be sure to leave a phone number where you can be reached.

4. Drop the envelope with this filled out form and your key.

Please fill out this form completely.

Name: _____ License Plate: _____

Address: _____

City / State: _____ Zip: _____ Mileage: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

VEHICLE

Make: _____ Model: _____ Year: _____ Color: _____

PLEASE USE THIS LIST FOR ANY REQUESTED WORK

- | | |
|---------------------------------|--|
| Tires | Check Shocks/Struts |
| Balance & Rotate Tires | Battery & Starter System |
| Wheel Alignment | Belts & Hoses |
| Lubrication, Oil Change, Filter | Replace Wiper Blades |
| Check Brakes | Check Steering & Suspension |
| Check Exhaust | Missouri State Safety / Emissions Inspection |
-

Details on Requested Repairs:

Completion Time Requested: _____

I hereby authorize the above repair work to be done and hereby grant you and/or your employees to operate the vehicle herein described on the 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 is 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 dealer's control.

Signature: _____ **Date:** _____

BE SURE TO LEAVE PHONE NUMBER