

INSURANCE REPAIRS

RO #: _____

DEDUCTIBLE AMOUNT:\$ _____

Motor Vehicle Repair Work-City of Chicago required under Chapter 4-228, Municipal Code

_____ I REQUEST THE RETURN OF PARTS REPLACED

_____ I DO **NOT** WANT THE REPLACED PARTS RETURNED TO ME

You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer/distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts, which cannot be returned to you.

AUTHORIZATION AND RESPONSIBILITIES, ETC.

I, the undersigned customer, authorize Howard Auto Body & Repair to proceed with the necessary repairs on my vehicle. I understand and agree to the following terms:

1. **MECHANICAL:** Any warranties on the products sold hereby are those made by the manufacturer the seller hereby expressly disclaims all warranties. Including any implied warranty of merchantability or fitness for a particular purpose. And neither nor authorized any other person to assume for it any liability in connection with the sale of said products.
2. **BODY WORK:** Howard Auto Body guarantees repairs against any defect in paint or workmanship for as long as you own your vehicle, unless caused by damage as a result of unreasonable use, maintenance, negligence, collision, or care of the vehicle.
3. **CANCELLATION AFTER VERBAL AUTHORIZATION:** In the event that I cancel the repairs after providing verbal authorization, I acknowledge that I will be responsible for a restocking fee, IF any, as well as any repairs that have already begun and/or completed.
4. **VEHICLE PICKUP AND STORAGE FEES:** I understand that it is my responsibility to promptly pick up my vehicle after repairs are complete. Failure to do so may result in storage fees being charged.
5. **DELAYS IN PARTS FROM VENDORS:** I acknowledge that Howard Auto Body & Repair is not responsible for any delays in obtaining necessary parts from vendors. Any resulting delays in the completion of repairs are beyond their control.
6. **AUTHORIZATION:** I hereby Authorize the above repair to be done along with the necessary materials. Howard Auto Body & Repair employees may operate the above-mentioned vehicle for purposes of testing, inspecting, or delivery at my risk. An express mechanic's lien is hereby acknowledged on the above-mentioned vehicle to secure the amount of repairs thereto. Howard Auto Body & Repair will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident, or any other cause beyond control. I consent for Howard Auto Body to proceed with repairs and if sublet work is needed to be performed.
7. **PAYMENT:** I understand full payment is required at the time of vehicle release. I understand if payment is not received at time of release, Howard Auto Body is entitled to hold my vehicle until payment is made. Payment may be made using any major credit card, which includes a 3.5% Service Fee. Cash and Personal Checks (with valid ID) also accepted.

INSURANCE PAYMENT MAY BE PAID WITH INSURANCE COMPANY ISSUED CHECK, SO LONG AS IT ALSO NAMES HOWARD AUTO BODY & REPAIR. DEDUCTIBLES MAY BE PAID WITH CREDIT CARD, WHICH INCLUDES A 3.5% SERVICE FEE. CASH AND PERSONAL CHECKS (with valid ID) ALSO ACCEPTED.

VEHICLE OWNER SIGNATURE: _____ **DATE:** ____/____/____