

REPAIR AUTHORIZATION



SMITTY'S MAINTENANCE REPAIR & COLLISION, INC.
3301 FREEMANSBURG AVE
EASTON, PA 18045
(610) 258-5297
FEDERAL EIN: 23-2915063

NAME: _____

INSURANCE COMPANY: _____

CLAIM NO.: _____

VEHICLE: _____

VIN: _____

Most estimates performed prior to disassembly of the vehicle are not accurate because of the probability of hidden damage. Therefore, it is our practice that accurate estimates of the cost to repair, as well as the expected time to complete repairs, are not made until we have disassembled the area of damage to your vehicle. Our normal process is as follows:

1. Obtain your approval for us to repair your vehicle and to negotiate with your insurance company if required.
2. Itemize all visible external damage.
3. Disassemble the damaged area to locate hidden damage.
4. Itemize the previously hidden damage and predict the likelihood of any additional damage.
5. Contact the vehicle owner or insurance for approval if required of the costs required to repair additional damages.
6. Update the vehicle owner with a more precise delivery date and time as repairs progress.

Smitty's Maintenance Repair & Collision, Inc. follows its own repair procedure to ensure a quality repair backed by a written guarantee. Some differences may exist between our exact repair process and the procedures outlined on insurance company estimates. However, any differences that would affect total repair costs will be discussed with you or your insurance company beforehand.

Once the repair authorization is complete by customer parts will be ordered as per the estimate. In the event that Smitty's does not repair your vehicle, there will be a charge for any labor performed in regards to disassembling and estimating the damage, restocking fees for the pre-ordered parts and/or materials, storage for the time the vehicle was in our possession, and any other fees reasonably incurred by Smitty's related to your vehicle.

All charges for repairs must be paid when the vehicle is ready for delivery. In some cases, it requires your assistance by following up with the insurance company to make sure they make timely payments. You authorize us to endorse your name on any insurance checks made for the purpose of

paying for repairs to your vehicle. We accept all major credit cards, Bank/Debit/Check Cards, Insurance checks, Business checks, Cashier checks, Money orders, Bank checks and Cash. When you provide a check as payment, you authorize us to use information from your check to process your payment electronically. If your payment is returned unpaid, you authorize the collection of your payment and a return fee of \$30 by EFT(s) drawn from your account. CUSTOMER PORTION OF VEHICLE REPAIR MUST BE PAID IN FULL OR THE VEHICLE WILL NOT BE RELEASED AND/OR WE MUST HAVE AN AGREEMENT FROM INSURANCE TO PAY US DIRECTLY. ANY THIRD-PARTY PAYMENTS MUST BE PAID IN FULL BY VEHICLE DELIVERY.

PLEASE BE AWARE, WE NO LONGER ACCEPT PERSONAL CHECKS.

Smitty's will do its best to prevent delays in the repair of your vehicle, however, it is important to understand that parts and insurance delays are sometimes beyond our control and we cannot be responsible for them. We will do our best to keep you informed.

Employees of Smitty's and its sublet vendors may occasionally operate your vehicle for testing, moving, or pickup/delivery purposes. Also, during the process of repair, it is normal for the battery to be disconnected which may result in loss of radio station or other memory presets.

I have read the above paragraphs and I hereby authorize the repair to the above referenced vehicle as described in the estimate and acknowledge that I understand all of the above. Smitty's is not responsible for the security or condition of any personal property left in the vehicle. An express mechanics lien is hereby acknowledged on this vehicle to secure the amount of repair thereto.

Signature 

Date 

Please return form via email to: kim@smittysofpalmer.com