

SHOP WORK ORDER FORM

Start Date: _____
 Finish Date: _____

Work Order #: _____

Tax Exempt: _____
If yes, an exemption certificate is required.

Make / Model: _____
If applicable

Estimate: _____

VIN # / Serial #: _____
If applicable

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone #: _____

Tax ID # OR
 Drivers License #: _____

Problem / Description of Work: _____

TRANSPORTATION: I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your students permission to operate the car, truck or 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 repairs thereto. Not responsible for loss or damage to vehicles or articles left in vehicles in case of fire, theft or any other cause beyond our control.

CONSTRUCTION: I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your students permission on the above listed property for the purpose of installation, testing, and/or inspection. Not responsible for loss or damage to property in case of fire, theft or any other cause beyond our control.

ALL: I acknowledge that this is a training institution therefore, student work is not guaranteed.

It is our policy that any project estimated over \$250.00 requires a down payment. PHAC and Electricity require an 85% down payment, all other departments require 50%. Until the down payment is received we will not be able to begin working on the project. If at any point during the project the work necessary becomes significantly greater than our estimate the customer will be asked for permission to proceed.

By signing you are agreeing to pay the balance in full upon completion. Items are not allowed to leave the premises until payment is received. If payment is not made prior to the item being removed, you will have 10 days before a late fee will be added to your account. A 1% per month (12% per year) late fee will be assessed until your account is paid in full. If your account is not paid by June 30th (the end of our fiscal year) it will be turned over to collections. Special arrangements may be allowed if a written agreement between the customer and Dean of Administration is established before June 30th. Any vehicles left on the lot 30 days after completion will be towed.

Customer: _____

Date: _____

Student: _____

Instructor: _____