



REPAIR AUTHORIZATION FORM

- Customer Name: _____
- Vehicle Type: _____
- VIN: _____
- Plate: _____
- Insurance Co: _____

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 you or your insurance company for inspection and approval of the additional costs required to repair all damages found.
6. Update you with a more precise delivery date and time as repairs progress.

Universal Collision Center follows its own repair procedure to insure a quality repair. 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.

In the event Universal Collision Center 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 Universal Collision Center 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 authorized 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 check, Personal Checks, Business Checks, Cashier Checks, Money orders, Bank Checks, and Cash.

Universal Collision Center 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 of any such delays.

Employees of Universal Collision Center 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.

Universal Collision Center is not responsible for the security or condition of any personal property left in the vehicle. Please remove all personal items when leaving your vehicle for repairs. An express mechanics lien is hereby acknowledged on this vehicle to secure the amount of repairs thereto. I hereby authorize the repairs of the vehicle, as referenced above, and acknowledge that I understand all of the above.

Signature: _____

Date: _____

