



899 Washington St.  
Peekskill, N.Y. 10566  
Tax ID: 13-3455665

### **Authorization To Repair**

**DATE:** \_\_\_\_\_ **CLAIM NO.** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_ **MAKE** \_\_\_\_\_ **MODEL** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Most estimates performed prior to disassembly of the vehicle are not accurate due to the probability of hidden damage. Therefore, it is our practice that accurate estimates of cost and time frames of repair are not made until the vehicle has been disassembled and electronically scanned. Repair process:

1. Obtain approval for us to repair your vehicle and negotiate with your insurance company.
2. Itemize all initial visible damage and order parts.
3. Disassemble and assess for additional damage; create a supplement for the insurance company.
4. Electronically Pre-scan your vehicle to find possible hidden damage.
5. Contact and arrange for inspection and approval of additional work from the insurance company.
6. Update you with a more precise time frame for completion of your vehicle.
7. Perform a final inspection and post-scan to ensure vehicle has been properly repaired.

Northern Westchester Collision Corporation follows its own repair procedures to ensure a quality repair backed by a written warranty. Some differences may exist between our exact repair process and the procedures outlined on insurance company estimates. Any differences that would affect total repair costs will be discussed with you or your insurance company.

In the event that we do not repair your vehicle, there will be a charge for any labor performed in regards to disassembling and estimating the damage, restocking fees for any pre-ordered parts and or materials, and any other fees reasonably incurred by Northern Westchester Collision.

All charges for repairs must be paid when the vehicle is ready for delivery. In some cases, it may require your assistance by following up with the insurance company to ensure a timely payment.

Northern Westchester Collision 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 beyond our control and we cannot be responsible for them. We will do our best to keep you informed throughout the repair process.

Employees of Northern Westchester Collision and its sublet vendors may occasionally operate your vehicle for testing, moving or pickup and delivery purposes.

*Owner/designee signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***Direction To Pay: Appraisal, Supplement, Tow charges***

The undersigned hereby directs the insurance company to pay Northern Westchester Collision Corporation directly.

*Owner/designee signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

By signing the direction to pay portion, I understand that if any payments come to myself in error, I will make that payment immediately to Northern Westchester Collision Corporation.