



SERVICE CENTER VEHICLE DROPOFF FORM

To leave your vehicle for service after hours, please follow these 3 simple steps:

1. Fill out this form and place it in an envelope with your key and drop it in the Night Drop Box.
2. Park your LOCKED vehicle in our Customer Parking Area.
3. Call us early the next day to discuss your repairs. We open at 7:30AM Monday through Friday.

Owner Information:

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (cell) _____ (home) _____ (work) _____

E-mail: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____

Color/Trim: _____ License Plate: _____

Service Description:

Work to be performed or description of the problem: _____

Desired vehicle pickup: Date: _____ Time: _____ AM/PM

Authorization:

Maximum value of work allowed before contacting you for Authorization (initial/sign):

\$100.00 _____ \$150.00 _____ \$200.00 _____ Other: \$ _____

I hereby authorize the above repair work to be completed, along with necessary materials and hereby grant you and/or your employees permission to operate the vehicle herein described on the street or highway for purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto. I understand I will be advised, of any further diagnostic or repair charges. A storage fee of \$15 per day will be charged beginning 72 hours after vehicle repairs are completed. Foreign Exchange shall not be responsible for loss of or damage to the above vehicle or articles left therein in case of fire, theft, or other cause beyond Foreign Exchange's control.

Signature: _____ Date: _____