



TAX ID 35-1971379

**AUTHORIZATION TO REPAIR FORM**

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

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

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

By signing this form, I understand and agree to the following terms and authorize Voelz Body Shop Inc to repair the above mentioned vehicle. Voelz Body Shop Inc is also authorized to act as my agent for the purpose of negotiating on my behalf with the insurer for the cost of the repairs, including damage not listed or visible at the time the initial insurance appraisal was done.

I authorize employees of Voelz Body Shop Inc to operate my vehicle for the purpose of testing the vehicle, delivery of the vehicle or for inspection of the vehicle by my insurance company or lien-holder.

I understand Voelz Body Shop Inc will order parts for my vehicle as soon as possible. I also understand that Voelz Body Shop Inc will start work performance as soon as possible once the insurer has photographed the vehicle and assessed the damages.

In the event the vehicle is not repaired I understand there may be charges, including but not limited to the following: towing, storage, administrative fees, appraisal fees, parts restocking fees, labor charges, legal and recovery fees. I also understand that any charges not paid by the insurer are my responsibility, including but not limited to the following: towing, deductible, betterments or for additional work requested. I also understand that those charges are due upon pickup/delivery of my vehicle.

Unless prior arrangements have been made I agree to pick up my vehicle unless I have informed Voelz Body Shop Inc of prior commitments, otherwise a \$25.00 per day storage charge will be added to the total cost of repair. In the event I do not pay the charges owed necessary to remove my vehicle from Voelz Body Shop Inc I understand that I will be responsible for any and all legal fees incurred.

Voelz Body Shop Inc will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control. An express garage keeper's lien is acknowledged on the vehicle to secure the amount of repairs thereto. I understand Voelz Body Shop Inc is not responsible for any personal items left in vehicle.

I understand that Voelz Body Shop Inc will repair my vehicle as specified in the appraisal written by my Insurance Company. I understand that my Insurance Company's appraisal also acts as the repair order for my vehicle. \*Please note: Voelz Body Shop Inc does NOT save old vehicle parts unless requested by customer at time of drop off.\*

\*\*When my vehicle is complete the total amount (which includes deductible) of \$ \_\_\_\_\_ will be paid to Voelz Body Shop Inc, I agree to pay this amount in full or my vehicle will not be released.\*\*

**OWNER/DESIGNEE SIGNATURE X \_\_\_\_\_ DATE: \_\_\_\_\_**

**DIRECTION TO PAY: APPRAISAL, SUPPLEMENTS AND TOW BILL**

The undersigned hereby directs the insurance company to pay Voelz Body Shop Inc directly.

**OWNER/DESIGNEE SIGNATURE X \_\_\_\_\_ DATE: \_\_\_\_\_**

By signing this form under the direction to pay plan portion, I understand that if any payments come to myself in error, I will forthwith that payment to Voelz Body Shop Inc immediately.