

# Gorman & Sons Collision Center, Inc.

## Repair Authorization

### CUSTOMER INFORMATION

NAME: \_\_\_\_\_ Claim # \_\_\_\_\_ ESTIMATED AMOUNT\$ \_\_\_\_\_

Address: \_\_\_\_\_

**WE ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE VEHICLE DURING REPAIR WORK.**

**WE ARE NOT RESPONSIBLE FOR VEHICLES LEFT ON OUR LOT AFTER REPAIRS ARE COMPLETED AND THE CUSTOMER HAS BEEN NOTIFIED.**

**WE CANNOT RELEASE A VEHICLE WITHOUT PAYMENT AND/OR SUPPLEMENT PAYMENT APPROVAL FROM THE INSURANCE COMPANY.**

### Accepted methods of payment:

CASH

CREDIT CARDS (Visa, Mastercard, and Debit Cards)

INSURANCE CHECKS (With all proper endorsements; checks with a lienholder must be endorsed by lienholder)

### SUPPLEMENTS

Supplements result when the actual repairs exceed the original estimate. Supplements are a very common occurrence in our industry, and we are in constant communication with the responsible party to notify them of additional items. As a courtesy to you, if there is an insurance company involved, we will bill them for supplements; however, the responsibility of payment is yours.

**MY SIGNATURE BELOW SIGNIFIES MY REQUEST THAT THE INSURANCE COMPANY MAKE A SUPPLEMENT PAYABLE TO AND MAILED DIRECTLY TO:**

**Gorman & Sons Collision Center, Inc.  
404 West Williamsburg Rd.  
Sandston, Va. 23150**

**LIMITED POWER OF ATTORNEY:** Gorman & Sons Collision Ctr. Inc. is authorized to endorse any checks received on behalf of the vehicle owners.

### Delivery Date:

It is important to determine an exact completion date due to the complex nature of the collision repair process. As a courtesy, we provide you with a **TARGETED** delivery date. **THIS DATE IS NOT GUARANTEED! GORMAN & SONS COLLISION CTR. INC. WILL NOT ASSUME ANY RESPONSIBILITY FOR PROVIDING TRANSPORTATION DURING THE REPAIR PROCESS.** Please make arrangements as necessary to meet your transportation requirements.

STORAGE FEE:

**There is a \$35.00 outside storage fee/ \$45.00 outside storage fee per day for every vehicle left after the completion of repairs or if vehicle is deemed not repairable.**

### REPAIR AUTHORIZATION

I hereby authorize repairs to be done, to order any necessary parts and materials, and grant you and/or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. In the event of cancellation, I will pay a 20% restocking fee on all return parts, and any and all charges associated with this vehicle.

**MY SIGNATURE SIGNIFIES THAT I UNDERSTAND ALL ITEMS IN THIS REPAIR AUTHORIZATION PERTAINING TO:**

YEAR \_\_\_\_\_ MAKE/MODEL \_\_\_\_\_ VIN# \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_