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Authorization & Agreement for Vehicle Repairs/Restorations

Apex Collision & Classics
1347 E Johns Prairie Rd, Shelton WA 98584
(360) 868-2605

Customer Name: _____ Email: _____

Tel: _____ Vehicle Year/Make/Model: _____

Due to the extensive nature of the restoration process providing an exact estimate of the total cost of the entire restoration project cannot be provided. We will be happy to provide a “ballpark” figure as to the cost of the project but this figure will likely vary once work commences.

The following billing procedures will be followed for your restoration:

- A \$5,000 minimum deposit is required at the time of commencement of the project. This deposit will be applied to all labor hours and materials consumed until it is depleted. At the time of drop off the customer & Apex Collision & Classics will outline a “scope of work.” This will be agreed upon by both the shop and the customer at the time of initial inspection. Any changes to this plan or additions or deletions outside the initial “scope of work” that come up as the project progresses will be again agreed upon by both the shop and the customer.
- Incremental payments/deposits will be made as the project progresses. Customers will be advised as their project moves to the next “phase” OR once their funds are depleted and will be invited to come and review the progression and issue another payment. (Progress photos will be made available to the customer upon request at any time during the process). In the event a balance is due on your account payment will be required within 5 days. Work will not commence until payment is received. If payment due is not received within 10 days a storage fee of \$25 a day will be applied until payment is received and work is resumed.
- Restoration charges will be billed on a “time and materials” basis. Time spent on projects will be kept by time log and provided to the customer along with a list of materials used. Our shop rate is **\$85 per labor hour**. Invoices will also include a charge for supplies which will include such items as body filler, putty, cleaning solvents, abrasives, rags etc. Costs for parts, primers, paint, undercoating etc. will be individually outlined on your bill.
- Typically the restoration customer will provide the parts needed for their project. Should the customer request that the shop obtain the parts, the customer agrees to a markup of 25% and our hourly rate for administrative costs related to ordering parts, tracking, issuing payment to parts vendors etc.
- Apex Collision & Classics accepts the following payments: CASH, CASHIER’S CHECK, MONEY ORDER, CHECK, VISA, MASTERCARD OR DISCOVER. Please note that payments made via credit or debit card will be subject to a 3% service fee per transaction.

I HEREBY AUTHORIZE the work as referenced and agree to the billing procedures as listed above. Should I elect to terminate the repair of my vehicle I understand that charges and penalties may apply, which may include but are not limited to: diagnostics cost, labor services performed, parts and/or part return fees, materials, storage, administration services, and other miscellaneous costs. I shall be provided by the shop an accounting of all these charges and fully understand that my vehicle shall not be released until these charges have been fully satisfied.

Authorized By: _____ Date: _____
(customer signature)

(printed name)



Repair Process and Policies

Please initial the following:

Estimates

Due to the extensive nature of the restoration process, providing an exact estimate of the total cost of the entire restoration project can't be provided. We are happy to provide a "ballpark" figure as to the cost of the project but this figure will likely vary once work commences. The customer must acknowledge they are waiving the right to a written estimate under Washington State Law (see RCW46).

(Initial Here)

Parts Policy

We do not offer returns, refunds or credits for labor incurred on customer supplied parts that do not fit. Should the customer request that the shop obtain the parts, the customer agrees to pay a markup of 25% and our hourly rate for administrative costs related to ordering parts, tracking, issuing payment to parts, vendors, etc. In the event that the parts are directly shipped by the vendor to the shop, any freight charges, returns, damages or re-packing is the customers responsibility.

(Initial Here)

Replacement Parts

We determine which parts or materials are repaired or replaced unless advised otherwise by the customer.

(Initial Here)

Forms of Payment

We accept cash, check, all credit cards, bank wire or direct fund transfers. Please note all banking and credit card surcharges will be charged to the customer.

(Initial Here)

Scheduled Work

Scheduling is important to us as our backlog builds. Our work load is scheduled internally as we want to make sure each project meets our quality and safety standards. Please be advised that any delays caused by the customer (waiting on parts, decisions, funds etc..) will be subject to our \$25 daily storage charges at the discretion of Apex Collision & Classics.

(Initial Here)

Storage

We want to maintain a schedule and conserve space. If for any reason work is stopped due to unpaid invoices, delays from outside vendors, awaiting customer directives, or breach of contract, the customer will be charged the standard storage charges of \$25 per day.

(Initial Here)

Time and Materials

Restoration charges will be billed on a "time and materials" basis. Time spent on projects will be kept by a time log maintained by each technician. (This can be provided to the customer upon request). Invoices will also include a charge for *supplies* which will include such items as body filler, putty, primer, cleaning solvents, abrasives, rags, etc. Paint and material charges will be billed and invoiced by amount poured, mixed and applied to your vehicle.

(Initial Here)

Additional Requests

For customer acknowledgement, any additional work can be added during the repair process and will be billed accordingly. All additional requests will be documented and agreed upon by both the customer and Apex Collision & Classics.

(Initial Here)

Billing and Clerical

Your billing statement will reflect a brief breakdown of work performed and hours accumulated. Any payment adjustments and prior balances will be reflected on your account. If payment due is not received within 5 days, our daily storage rate will be applied until payment is received and work is resumed.

(Initial Here)

Loss or Damage

We are not responsible for lost or damaged items in vehicles due to outside sources such as theft, fire, any other cause beyond our control, or for any delays caused by unavailability of parts shipped by supplier or transporter.

(Initial Here)

Proof of Ownership and Insurance

Customers will need to provide these documents when dropping off the vehicle.

(Initial Here)

We Have the Right to Refuse Service

We reserve the right to terminate repairs on your vehicle at any time at our discretion.

(Initial Here)