

01240

Cause  
Cause

CUSTOMER INFORMATION

NAME	PHONE	DATE
ADDRESS	CUSTOMER'S ORDER NO.	DATE & TIME PROMISED
CITY	WRITTEN BY	AM PM
YEAR/MAKE/MODEL	SERIAL NUMBER	TERMS
	MOTOR NUMBER	RELEASE
	LICENSE NO.	

OPER. NO.

INSTRUCTIONS

AMOUNT

LUBE     CHANGE OIL     OIL FILTER      
 DIFFERENTIAL     AIR CLEANER     TRANSMISSION      
 ADJUST BRAKES     WHEEL ALIGN.     ROTATE TIRES      
 WASH     POLISH     EMISSION SER.      
 VIN #

ACCESSORIES  
TOTAL PARTS \*

(SEE BACK)

Guarantee     Repeat  
 BILLING:     Change  
 O.C.O.D.

GALLONS GAS	TOTAL LABOR *
QUARTS OIL	TOTAL PARTS *
LBS. GREASE	ACCESSORIES *
TOTAL GAS, OIL, GREASE *	GAS, OIL, GREASE *
	OUTSIDE WORK
	TIRES-TUBES
	SUB-TOTAL
	TAX
	**TOTAL DUE **

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH THE NECESSARY MATERIALS. I HEREBY GRANT YOU AND YOUR EMPLOYEES PERMIT TO OPERATE THE VEHICLE ABOVE DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSES OF TESTING, INSPECTION AND DELIVERY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON THE ABOVE DESCRIBED VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERE TO. IT IS UNDERSTOOD THAT YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO THE ABOVE DESCRIBED VEHICLE, OR ARTICLES LEFT THEREIN, IN CASE OF FIRE, THEFT, ACCIDENT OR OTHER CAUSE BEYOND YOUR CONTROL.

AUTO REPAIR ORDER

OFFICE COPY

## Pre-alignment and general suspension inspection check sheet

To be inspected while the vehicle is on the ground, indicate either pass or fail

Recommended tire pressure: (F/R) \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ check that the vehicle sits level front to rear and side to side \_\_\_\_\_ proper ride height

\_\_\_\_\_ check that the tires appear to be inflated properly

\_\_\_\_\_ perform a bounce test front and rear, **do not** push on the body panels

\_\_\_\_\_ check condition of the shock/struts. \_\_\_\_\_ are there any unusual noises

\_\_\_\_\_ steering wheel for play or binding and center

Under hood inspection, indicate either pass or fail

\_\_\_\_\_ power steering fluid for color and level.

\_\_\_\_\_ power steering belt tension / wear \_\_\_\_\_ check strut mounts if equipped

Raise the vehicle to chest height and inspect the following item, indicate either pass or fail  
Inspect one corner at a time

\_\_\_\_\_ wheel bearings for looseness \_\_\_\_\_ inspect ball joints for play (upper may be visible)

\_\_\_\_\_ springs for cracking \_\_\_\_\_ inspect shocks/struts for leaking and dust boot of tearing

\_\_\_\_\_ strut upper mount for binding / wear

if equipped with rack and pinion \_\_\_\_\_ tie rods for play inner / outer \_\_\_\_\_ rack for leaking

if equipped with steering box \_\_\_\_\_ center link \_\_\_\_\_ steering gear play

\_\_\_\_\_ idler arm, pitman arm \_\_\_\_\_ steering damper for leaking

Check tire pressure and record the reading (F, L/R) \_\_\_\_\_/\_\_\_\_\_ (R, L/R) \_\_\_\_\_/\_\_\_\_\_ set to proper pressure

Inspect tires for tread wear and record thread depth (F, L/R) \_\_\_\_\_/\_\_\_\_\_ (R, L/R) \_\_\_\_\_/\_\_\_\_\_

Lift vehicle to full height and inspect the following, working from front to back, indicate either pass or fail

\_\_\_\_\_ control arm bushings \_\_\_\_\_ lower ball joints, carrying or followers

\_\_\_\_\_ sway bar bushings, bar to chassis \_\_\_\_\_ sway bar end links ball joint style / bushing style

\_\_\_\_\_ shocks/struts for leaking

List anything that failed on the front of the repair order in the "Part Number and Description" section.