

Paramount Centre Collision

Repair Authorization Contract

Internal use only:

Work Order #: _____

Customer Name: _____ Phone: _____

Insurance Company: _____ Claim #: _____

Vehicle Year: _____ Make: _____ Model: _____ License: _____

Work Description: _____

Most estimates performed prior to disassembly of the vehicle are not accurate due to the probability of hidden damage. Therefore, it is our practice that accurate estimates of the cost to repair, as well as the expected time to complete repairs, are not made until we have disassembled the area of damage to your vehicle. Our normal process is as follows:

1. Obtain your approval for the repairs of your vehicle and to negotiate with your insurance company as required.
2. Estimate the visible external damage to vehicle.
3. Disassemble the damaged area to locate hidden damage.
4. Estimate the previously hidden damage and forecast the likelihood of any additional damage.
5. Contact you or your insurance company for approval of the increased costs required to repair all damages found.

Paramount Centre follows industry standard procedures to ensure a quality repair backed by a written guarantee. Small differences may exist between our exact repair process and the procedures outlined on the insurance company estimate. However, differences that would affect total repair costs will be discussed with you or your insurance company in advance.

In the event that Paramount Centre does not repair your vehicle, there will be a charge for any labor performed in regards to disassembling and estimating the damage, restocking fees for all pre-ordered parts and/or materials, storage for the time the vehicle was in our possession, and any other fees reasonably incurred by Paramount Centre related to your vehicle.

All charges for repairs must be paid when the vehicle is ready for delivery. In some cases this requires your assistance in following up with the insurance company to make sure they make timely payment. Some insurance checks also require lien-holder endorsement that you must obtain. This contract authorizes us to endorse your name on any insurance checks made for the purpose of paying for repairs to your vehicle. Personal checks, MasterCard, Visa, and American Express are accepted forms of payment.

Paramount Centre will do its best to prevent delays in the repair of your vehicle; however, it is important to understand that parts and insurance delays are sometimes beyond our control and we cannot be responsible for them. We will do our best to keep you informed at the frequency you desire.

Employees of Paramount Centre and its sublet vendors may occasionally operate your vehicle for testing, moving, or pickup/delivery purposes. During the process of repair, it is normal for the battery to be disconnected which may result in loss of radio station or other memory presets. Additionally, Paramount Centre is not responsible for the security or condition of any personal property left in the vehicle. An express mechanics lien is hereby acknowledged on this vehicle to secure payment in the amount of services and fees incurred during repairs.

I hereby authorize the repairs of this vehicle, as referenced above, and acknowledge that I understand all of the above. I also authorize the insurance company referenced above to pay Paramount Centre directly, any and all payments related to this claim.

Signature: _____

Date: _____

Please complete and sign this contract.

Contracts can be Faxed to (253) 896-1333 or E-mailed to: tarah@paramountcentre.com

PARAMOUNT
CENTRE