

PORTLAND AUTO LLC

10000 SE ANKENY ST. PORTLAND, OR. 97216 SERVICE 503.913.9400 **KEY#** _____

1ST VISIT Yes No **REPAIR AUTHORIZATION** WORK# _____

AAA MEMBER Y N AAA# _____

*CUSTOMER NAME _____ *MOBILE PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

*LICENSE _____ *STATE _____ VEHICLE YR. _____ MAKE _____ MODEL _____

Insurance info (when applicable): VIN NUMBER _____

NAME OF INS CO _____ PHONE# _____

POLICY# _____

DESCRIBE WORK TO BE DONE:

*DATE _____ *DRIVERS LICENSE (ID)# _____ *STATE _____

*SIGNATURE X _____

*NAME PRINTED _____

* REQUIRED

Work Authorization, Assignment & Direction to Pay

I, hereby authorize the repair of my vehicle. In consideration for the repairs made on the vehicle by PORTLAND AUTO LLC (PALLC), and the bill for those repairs due, I hereby assign and transfer to PALLC the sufficient monies needed to pay said bill in full for settlement of my claim by virtue of the loss sustained. I hereby direct my insurance company to make payment directly to PALLC. In the event that a check is made payable to myself, or to both myself and PALLC I hereby grant permission to the representative of PALLC to endorse said check and present same check or draft for payment. I acknowledge that the total on the damage report includes parts, labor, materials, sublet and handling. I understand that if closer analysis reveals that additional repairs are necessary, the responsible party will be contacted for authorization of any additional required repair costs. If new parts listed in the attached damage report are not available, PALLC reserves the right to repair such damaged parts when necessary and adjust the parts and labor accordingly. I grant permission to PALLC for its employees to operate the above-described vehicle as necessary, which includes for the purposes of testing, to / from sublet vendors and to / from other locations if needed. Also, to secure payment in the amount of the repairs thereto; an expressed mechanics lien on the above described vehicle is acknowledged. I further agree to pay reasonable attorney's fees and any court costs incurred in the event that legal action becomes necessary to enforce this contract. I understand that PALLC is not responsible for loss or damage to this vehicle; the loss of articles left in the vehicle caused by fire, theft or any other causes beyond our control. And I further understand this company is not responsible for any delays caused by the unavailability of parts, back orders, insurance approvals, or quality assurance. PALLC offers a limited warranty on parts and labor supplied by it. Parts and labor are limited for 24 months or 24,000 miles, whichever shall first occur. **All other warranties, including, but not limited to warranty of merchantability or fitness for purpose, are specifically disclaimed. All replacement parts and labor must be supplied or performed by PALLC. In all events, PALLC's liability shall be limited to the amount paid by customer. PALLC expressly disclaims liability for incidental and consequential damages. Customer certifies that the information listed herein regarding his/her automobile insurance policy and coverage are accurate. Customer further certifies that he/she will not cancel the policy or allow it to lapse while vehicle is in possession of PALLC. Customer further acknowledges that the insurance policy shall be the primary policy in the event of an accident while vehicle is in possession of PALLC.** TERMS: The total amount of repair charges MUST BE PAID IN FULL by either CASH, CASHIERS CHECK, INSURANCE CHECK, VISA / MASTERCARD, or DRAFT properly endorsed by all parties BEFORE release of the above described vehicle. Any other forms of payment must be pre-approved prior to delivery of the vehicle. If insurance coverage is applied against the total or partial payment, I acknowledge that the insurance check or draft must be obtained by myself or sent in advance by the insurance company PRIOR to release of the repaired vehicle. Note; Due to the complexity of the repair, the above listed circumstances and the quality of work required, we are unable to always guarantee a specific time of delivery. Storage at the rate of \$45 shall be charged from the date the car is delivered to PALLC. Storage charges may be waived for the period of time PALLC is performing repairs on the vehicle and for 5 business days after customer is notified that the vehicle is ready for pick up. Storage charges will accrue from the date the vehicle is delivered to PALLC in those instances when PALLC is not authorized to perform the repairs.

Days/Hours available for pick up:

Monday – Friday 7:30 am-5:30 pm, Saturday 8 am-1 pm.