



# After Hours Drop-Off Form

## REMEMBER!

Please be sure to leave keys with this form.  
Please be sure to leave a phone number where we can contact you.

First Name:			Last Name:		
Address:		City:			
State:	Zip:	Email:			
Home Phone:		Work Phone:			
Other Phone:		Licence Number:			
Year:	Make:	Model:	Color:		
<b>Service Requested:</b>		<b>Description:</b>			
Oil Change/Lube					
30/60/90K Service					
Timing Belt					
Hard Start Cold					
Hard Start Warm					
Rough Running					
Transmission Service					
Overheating					
Air Conditioning					
Brakes					
Coolant leak					
Exhaust					
Other service or repair. Please Explain:					

**Important! Please follow these instructions:**

1. Print, complete and sign and date this form.
2. Please park your vehicle in one of our parking spaces in front of the building.
3. Take an envelope from the Night Drop Box outside the office door and place your keys and this form inside the envelope. Then insert the sealed envelope through the office door slot.
4. Call us first thing in the morning to confirm details of the repair. Our staff will arrive at 8:00AM Monday through Friday.

**For Roadside Assistance:**

AAA Members can call (800) 400-4222 for roadside assistance.

For local emergency or roadside towing, please contact our afterhour's service at: (231) 733-1403.

I hereby authorize the repair work hereinafter set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle. In case of fire, theft or any other cause beyond your control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. I hereby grant you and your employee's permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and / or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amounts to repair thereto.

Thank you

Customers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

736 W Summit (Between Seaway Dr Henry) St Muskegon, MI 49442 (231) 733-1403

www.jordansautoclinic.net