

**Home • When using the Woodard Automotive early morning or late evening drop-off service:**

**1. Complete the following information, and then Print and Sign this form.**

**2. Leave your LOCKED car on our lot at 18 Short Street, Fredericksburg, Virginia 22405**

**3. Place your keys and this SIGNED form in the envelope provided in our Drop Box beside our Entrance Door.**

**Contact Information:**

Name:

Address:

City:  Zip:

State:

Home Phone:

Business Phone:

Email Address:

**Vehicle Information:**

Year:

Make/Model:

Color:

License Number:

Mileage:

Pickup Day/Time:   AM  PM

**Check the service(s) you want performed:**

Mile Inspection

- State Inspection
- Chassis Lubrication
- Change Oil Filter
- Repack Front Wheel Bearings
- Replace Brakes
- Adjust Brakes
- Replace Hose
- Inspect/Repair Air Conditioning
- Replace Shocks
- Replace Radiator
- Oil Leaks – Front

Mile Diagnosis

- Replace Clutch
- Change Engine Oil
- Change Transmission Fluid
- Tune Engine
- Replace Muffler
- Replace Belts
- New Battery
- Inspect/Repair Heating System
- Check Transmission
- Repair Lights
- Oil Leaks – Rear

Replace Tires:  All Four  Front  Rear Other:

Other Work or Additional Information:

I hereby authorize the above repair work to be done along with the necessary material, and hereby grant you and/or your employees 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 amount of repairs thereto. Dealer not responsible for unavailability of parts or delays in parts shipments beyond dealers control nor loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond our control. All work cash unless prior arrangements made.

Please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_