

# Pre-Service Check In Sheet

Date: \_\_\_\_\_

**Dear Pearl City Auto Works Customer:**

To speed up your visit to our service department and to ensure the accurate and complete service you require, please take a few moments to complete this form. Thank you for your patience and assistance.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

RES. PH. \_\_\_\_\_ BUS. PH. \_\_\_\_\_

CELL PH. \_\_\_\_\_

E-MAIL: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

Where may we reach you – Home  Work   
Other \_\_\_\_\_

## OFFICE USE ONLY

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

VIN:

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License # \_\_\_\_\_ Color \_\_\_\_\_

MILEAGE \_\_\_\_\_ DEL DATE \_\_\_\_\_

SERVICE ADVISOR \_\_\_\_\_

## SERVICE REQUESTED\*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Oil & Filter Change         | <input type="checkbox"/> Replace Wiper Blades  | <input type="checkbox"/> Check Oil Leaks                |
| <input type="checkbox"/> Flush Cooling System        | <input type="checkbox"/> Repair or Replace Light:<br>Dome / Glovebox / Head / Tail / Other | <input type="checkbox"/> Check Exhaust System           |
| <input type="checkbox"/> Air Conditioning Repair     | <input type="checkbox"/> Replace Shocks / Struts   | <input type="checkbox"/> Check Brake System             |
| <input type="checkbox"/> Service Brakes Front / Rear | <input type="checkbox"/> Alignment Front / Rear  | <input type="checkbox"/> Check Suspension               |
| <input type="checkbox"/> Tune-Up                     | <input type="checkbox"/> Tires Rotate / Balance  | <input type="checkbox"/> Check Transmission             |
| <input type="checkbox"/> Handle "Check Engine" Light | <input type="checkbox"/> Check Heating-A/C System  | <input type="checkbox"/> Check Front-Wheel-Drive System |
| <input type="checkbox"/> 30-60-90K-Other Service     | <input type="checkbox"/> Check Battery/Electrical/Start System                             | <input type="checkbox"/> Check Steering                 |
| <input type="checkbox"/> Replace Timing Belt         |  | <input type="checkbox"/> State Inspection               |

## DRIVING PROBLEMS \*

### DESCRIPTION OF PROBLEMS

- Noise / Vibration / Shudders
- Stalls
- Will Not Start or Turn Over
- Runs Rough
- Continues To Run
- No Power (passing, hills, etc)
- Transmission/Clutch Slips
- Jumps Out of Gear or Won't Engage
- Shifts Hard
- Pulls To One Side
- Smoking Exhaust
- Noisy Exhaust

### HAPPENS WHEN

- When Cold
- When Hot
- When Idling
- When Driving
- When Turned Off
- When Braking
- When Accelerating
- When Slowing

### FEEL or HEAR IT IN...

- Steering Wheel
- Front L R Ctr
- Rear L R Ctr
- Under the Shifter
- Under the Hood
- In the Dash
- Other \_\_\_\_\_

\* DETAILS OF PROBLEMS / OTHER SERVICE NEEDS OR CONCERNS: \_\_\_\_\_

<p><b>Save Old Parts?</b></p> <p>Yes _____</p> <p>No _____</p>	<p>I hereby authorize the repair work 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. I hereby grant Pearl City Auto Works permission to operate the vehicle described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garage keeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. I agree to authorize repairs without a signed estimate. All Vehicles left over 72 hrs after repairs are completed WILL INCUR A \$35.00 PER DAY STORAGE FEE. I understand that all repairs must be paid for in full before the vehicle will be released to me. 12 Month, 12,000 Mile "Peace of Mind" Parts and Labor Warranty on most repairs, unless otherwise noted. Any repair performed with Customer supplied parts has no Warranty. NOTE: All parts are new unless otherwise stated.</p>	
<p><b>WE ACCEPT CASH, APPROVED CHECKS, VISA, MASTERCARD, DISCOVER &amp; AMEX.</b> Payment is expected on completion of repairs.</p>	<p>AUTHORIZED BY _____</p>	