Authorization for Additional Auto Repairs

Prepared with Signathing. Roles: Customer, Shop.

1. Shop, customer and vehicle

Shop (business name and phone): _____

State registration or license number (optional): _____

Customer (name): _____

Vehicle (year, make, model, plate): _____

2. The original estimate

Estimate or repair order number and date: _____

Total the Customer already authorized ($): _____

3. What has changed

What the Shop found, and why more is needed: _____

Added line 1 (repair, parts, labor, price): _____

Added line 2 (optional): _____

Added line 3 (optional): _____

Added parts that are used, rebuilt or aftermarket (or none): _____

Added cost, with tax ($): _____

NEW TOTAL PRICE ($): _____

New estimated completion date: _____

The Shop has not done the added work and will not charge for it unless the Customer approves it below. The Shop sent this to the Customer as soon as it knew the original estimate would not cover the job.

4. The Customer's choice

My choice: _____

Choices: I approve the added work at the new total price / I do not approve it. Finish only what I already authorized / I do not approve it. Stop work

If the Customer does not approve, the Shop does nothing beyond what was already authorized. If the Customer stops the work, the Shop charges only for work already done and authorized, and for putting the vehicle back together only if that charge was disclosed on the original estimate.

Replaced parts from the added work: _____

Choices: Return them to me / Let me inspect them, then the Shop may dispose of them / The Shop may dispose of th

5. Record

The date and time of the Customer's signature below is the date and time of this authorization. The Shop keeps this form with the original estimate and the invoice, and notes the added work and the new total on the invoice. Some states want particular words on the Shop's paperwork or let a shop go a small amount over an estimate without asking; this form asks every time. Check the rule where the Shop is.

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.

Signatures

Customer

Signature	Date	Printed name

Shop

Signature	Date	Printed name

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.