Ohio Auto Repair Estimate and Authorization

Prepared with Signathing. Roles: Customer, Shop.

1. Shop

Shop (business name): _____

Shop address and phone: _____

State registration or license number (optional): _____

Estimate or repair order number (optional): _____

Date and time of this estimate: _____

Estimate good until (date): _____

2. Customer and vehicle

Customer (name): _____

Address: _____

Phone: _____

Best way to reach me about more work (call, text or email): _____

Someone else who may approve more work for me (optional): _____

Vehicle (year, make and model): _____

License plate and VIN: _____

Odometer reading: _____

Date and time the vehicle was dropped off: _____

3. What the Customer asked for

Problem described or work requested: _____

4. Written estimate

This is the Shop's written estimate for the specific job below, given before any work or diagnosis the Customer will be charged for. Each line names a repair or service with its parts and labor.

Line 1 (repair, parts, labor, price): _____

Line 2 (optional): _____

Line 3 (optional): _____

Line 4 (optional): _____

Line 5 (optional): _____

Line 6 (optional): _____

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. Ohio wording follows Ohio Adm. Code 109:4-3-13 as read on 2026-11-16.

Labor basis (hours and rate, or flat rate and the manual used): _____

Parts total ($): _____

Labor total ($): _____

Shop supplies, disposal and other charges ($, or 0): _____

Tax ($): _____

TOTAL ESTIMATED PRICE ($): _____

Estimated completion date: _____

Parts are new and made by or for the vehicle's manufacturer unless the Shop writes otherwise below. The Shop names every part that is used, rebuilt, reconditioned or not made by the vehicle's manufacturer.

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

Work sent out to another shop (sublet), or none: _____

Warranty on this work (terms, or none): _____

5. Charges to know about before authorizing

Charge for this estimate or for diagnosis ($, or none): _____

Teardown charge ($, or none): _____

If the repair is declined: charge and time to put it back together: _____

Parts the teardown will destroy, and their cost (or none): _____

Storage charge per day, and when it starts (or none): _____

Payment accepted (cash, card, check): _____

A teardown estimate covers only taking the vehicle apart to find the problem. It does not include the cost of the repair, which the Shop estimates in writing afterward and the Customer authorizes separately. Taking the vehicle apart may mean it cannot be put back the way it came in.

Storage is charged only as written above, only after the Customer has been told the vehicle is ready, and only as the law where the Shop is allows.

6. Replaced parts

Replaced parts: _____

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

The Customer has the right to get replaced parts back, and makes that choice here before the work is done. A part the Shop must send back to a manufacturer or supplier under a warranty or exchange arrangement is shown to the Customer on request instead of returned. If the Shop means to keep a replaced part to rebuild or sell, it writes that below before the work starts.

Replaced parts the Shop means to rebuild or sell (or none): _____

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7. Authorization

The Customer authorizes the Shop to do the repairs listed in section 4, and only those, for no more than the total estimated price. The Customer allows the Shop's employees to drive the vehicle as needed to test and inspect it.

The Shop will not charge more than the total estimated price, and will not do any repair that is not listed, unless the Customer agrees first. If more work or a higher price turns out to be needed, the Shop stops, tells the Customer what is needed and what it will cost, and goes on only after the Customer says yes. The Shop writes down the date and time, who agreed, how they were reached and at what number or address, the added work and the new total, and puts it on the invoice. Many states allow a shop to go a little over an estimate without asking; this form allows nothing over.

☐ I received this written estimate before any work started

☐ I authorize the repairs listed in section 4, up to the total estimated price

8. Pickup, the invoice and unpaid bills

When the work is done the Shop gives the Customer an itemized invoice: each repair, each part with its price and whether it is new, used, rebuilt or aftermarket, the labor charged, and the odometer reading. If the bill is not paid, the law where the Shop is may give the Shop a lien on the vehicle. This form neither adds to nor gives up any lien right.

Some states, counties and cities require more than this form: their own block of words printed on the estimate or repair order, a check-one choice about estimates, a registration number on every document, or a notice on the invoice. Check the rule where the Shop is before relying on this form by itself.

Customer's rights

- You have the right to a written estimate before any work begins, and this is it.
- You may not be charged more than the estimate unless you agree to it first.
- The Shop may not do repairs you have not authorized.
- You have the right to get your replaced parts back if you ask before the work is done.
- You have the right to an itemized invoice for the work.

Ohio: estimate notice

Ohio has this notice on the form the customer is handed when the cost is expected to be more than $50, in substantially these words. The customer initials one choice.

Estimate
You have the right to an estimate if the expected cost of repairs or services will be more than fifty dollars. Initial your choice:

_____ written estimate

_____ oral estimate

_____ no estimate

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Signatures

Customer

Signature	Date	Printed name

Shop

Signature	Date	Printed name

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