**Tesla Only Desk Write**

**Desk Estimate Write Rules**

**This assignment is for a Desk Write Only – No inspection required  
  
The following instructions are for TESLA VEHICLES ONLY**

**Client Quick Summary**

* **Comments and Notes must be entered in Raptor.**
* **OK TO release** any**REPAIRABLE** estimates to shops or vehicle owners. **Always obtain an email address.**

**If Total Loss:**

* **Fill out CCC form and call in using office ID below**.

1. Universal Total Loss ID for Private Passenger Vehicles (PPV): 77989 - TOTAL LOSS PPV – STAFF
2. Universal total Loss ID for Commercial and Recreational Vehicles (CRV): 75506 - @TOTAL LOSS CRV – STAFF
3. For all Rhode Island losses: 93139 - TOTAL LOSS VVS – STAFF

* **Copart Proquote**

**Client Parts Application Rules**

* OEM Only
* Use Tesla link to verify repair operations as needed.  <https://service.tesla.com/en-US/>

**Client Tow Charge Rules**

* DO NOT include tow or storage charges in estimates. Upload a copy of the tow bill and comment in your Appraisal Report.

**Client Supplement Handling Rules**

* Repair facility information and the shop Tax ID number must be populated on all supplements. (The TIN must be listed in the proper field of CCC).

**Client Betterment/Depreciation Rules**

* Apply betterment/depreciation on both insured and claimant vehicles on parts with a limited life expectancy; Tires, Batteries, Shocks, Mechanical etc.
* No betterment/depreciation needs to be taken if the replacement part estimated is an aftermarket, reconditioned or LKQ part unless the damaged part was non-OEM. (Not applicable on tires)
* Estimate line note should contain the life expectancy or tire tread depth to document the decision.

**Client Rates and Sales Tax Rules**

* If no labor rate is available, use local prevailaing labor rates.  Reference: <https://www.laborratehero.com/>
* Use applicable tax rates.

**Client Miscellaneous Rules**

* If applicable, always supply a UPD estimate.

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| **Procedure** | **Accepted Hours or Fees** | **Additional Requirements & Notes** |
| **Photo Requirements** | | |
| 4 corners, VIN, Odometer, damaged panels, damaged parts , unrelated damage (UPD) |  | Images must accurately capture all damages and parts required to repair the vehicle |
| **Toolbox Operations** | | |
| General Diagnostic | 0.5 |  |
| Post Scan | Not Needed | Replacing parts will self calibrate and clear code |
| Air Suspension De and Re Pressurization | 0.2 | Model S and X |
| Cooling System Vacuum Refill | 0.5 | included in radiator replacement. If fails, additional time will be reviewed. |
| Clear DTC's | 0.1 | As Necessary |
| Enable/Disable Jack Mode | 0.1 | As Necessary ( S and X Model only) |
| Firmware Update | 0.1 | As Necessary |
| Program USS (Ultrasonic sensor) | 0.3 | included in overhaul. To be reviewed outside of overhaul |
| Front Radar Assembly  Calibration-Model 3/Y | 0.7 | Per Manual |
| Front Radar Assembly  Calibration-Model S/X/CT | 1 hr | Per Manual |
| Ride Height Calibration | 0.5 | included in alignment. If not corrected, additional time will be reviewed. |
| Service Mode | 0.1 | Per Manual, As necessary |
| Thermal Coolant Drain and Refill | 1 hr | Per Manual, As necessary |
| Thermal System Refrigerant Test | 0.2 | Per Manual, As necessary |
| Thermal Coolant Purge | 0.2 | Per Manual, As necessary |
| TPMS Relearn | 0.1 | Replace Only |
| Windshield Camera Pitch Verification | 0.2 | Per Manual, As necessary |
| Window Regulator Reset | 0.1 | Per Manual, As necessary |
| **Refinish Operations** | | |
| Clean and Re-tape | $3.00 and .2 | As necessary |
| Color Tint | 0.5 | As necessary |
| Cover Car | 0.2 refinish | As Necessary |
| Cover Car for Primer | 0.2 refinish | As Necessary |
| Cover Car Interior | 0.2 refinish | As Necessary |
| Color Sand and Buff | As needed | SUPPLEMENTS ONLY/Photos required/.3 per panel when applicable (1.5 max)/ not in combo with de-nib |
| De-Nib | 0.3 | SUPPLEMENTS ONLY/Photos required/not to be combined with color sand and buff |
| Feather, Prime and Block |  | time included in repair hours |
| Flex Additive-SM | $5.00 | Varies depending on paint supplier |
| Hazardous Waste | $5.00 | As Necessary//based on state requirements |
| Mask Jambs-SM | 0.3 | Certain replacement panels, as necessary |
| Spray out Panels | 0.5 | Accurate Photos Needed |
| Prep Unprimed Bumper | 0.5 |  |
| Restore Corrosion Protection | $10.00 T and .2 |  |
| Rope Quarter Glass | 0.3 | if applicable |
| Rope Windshield | 0.5 |  |
| Rope Roof Glass | 0.5 |  |
| Rope Liftgate Glass | 0.5 |  |
| Stone Guard | 0.5 | Refinish |
| Weld zone Refinish | 0.5 |  |
| **Body Repair Operations** | | |
| Cap A/C lines | 0.2 |  |
| Cavity Wax | $12 or invoice |  |
| Cover Car Welding | 0.2 |  |
| D&R 12V | 0.1 |  |
| Bench setup-STR | 4 hrs. | Per Manual when required |
| Side Gantry Setup-STR | .8 per side | Per Manual when required |
| Glass Clean Up | .5 (variable) | Adjusted as needed based on glass debris |
| Isolate HV | 0.5 | Per Manual |
| Isolate LV/MV | 0.1 | Per Manual |
| Re-Bond Bumper Ducts | .4 per duct | Per Manual |
| Remove Old Adhesive | 0.2 | As necessary |
| Remove Old Urethane | 0.2 | As necessary |
| Seam Sealer | $12 or invoice | labor to be reviewed as included on some operations |
| Set Back Carpeting | 0.2 | As Necessary |
| Set Back Wiring/Capping Lines | 0.5 | Photo Documentation needed |
| Set-up and Test Riveter/Welder | 0.5 |  |
| SRS Inspection | 0.3M | Includes seat belt checks |
| Weld Zone Repair | 0.3 | 2 hours max |
| Weld Thru Primer | $12 or invoice |  |
| **Additional Operations** | | |
| A/M Accessories | Up to $1000 |  |
| Four Wheel Alignment and check | Model S-1hr. | Per Manual |
|  | Model X-1.8hr | Per Manual |
|  | Model 3 and Y-2hrs | Per Manual |
| Four Wheel Alignment check only | Model 3 and Y-.2 | Per Manual |
|  | Model S-.3 | Per Manual |
|  | Model X-.4 | Per Manual |
| Mount and Balance | .2M | As Necessary per Manual |
| Sublet | 20% or $200 Max (lesser of) |  |
| Glass Sublet | Book time | Book time |
| Wrap Removal | .5 per panel (variable) | Time can adjust for different panels |
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| Included/Not Needed Operations | | |
| DAS Calibration |  |  |
| Reset EPAS Steering Angle Sensor |  |  |
| Reprogram SRS |  |  |
| Reprogram Electrical Components |  |  |
| Remove Old Structural Adhesive | Included | Included |