

REPAIR ORDER



**ABC Hyundai**  
<Address>  
Tel: XXXX XXXXXX Fax: XXXX XXXXXX  
Website: www.abchyundai.co.in email: customercare@abchyundai.co.in

TIN No. : XXXXXXXXXXXXXXXXXXXXXXXX  
Service Tax No. : XXXXXXXXXXXXXXXXXX

Customer Detail :

Vehicle Detail :

Contact Person

Customer's Request

Service Advisor Instructions to Shop Floor :  
Primary Jobs :

Secondary Jobs

Additional Jobs

**Customer Confirmation for additional jobs**  
Name of customer/customer representative:  
(to whom spoken to)  
Time:                      Date:

Tick (✓) additional jobs approved by customer/customer representative  
Tick (x) additional jobs not approved by customer/customer representative

Terms of payment are cash or demand draft / PO only. Demand draft and Pay-Order should be made in favour of ABC Hyundai & payable at <Dealer Location>.

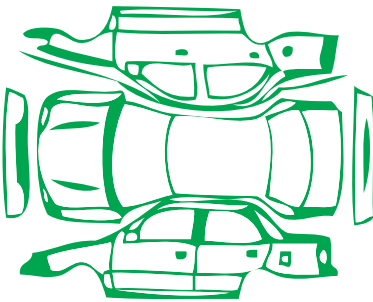
Estimated

Promised Date :  
Promised Time :  
Amount :  
Service Advisor :  
Mobile No. :

I hereby authorise for the above repairs to be executed using necessary material and I am affixing my signature below in evidence of agreeing the terms and conditions given in the reverse side of this repair order absolutely and unconditionally.

Customer Signature

Body/ Paint Damages



C-CRACK, D-DENT/DAMAGE  
S-SCRATCH/ SPOT, P-PEELING

Fuel Gauge Needle Position



Service Book	Yes	No	Idols (Nos.)
Tool Kit	Yes	No	Wheel Covers (Nos.)
Spare Wheel	Yes	No	Whee Cap (Nos.)
Jack	Yes	No	Mud Flaps (Nos.)
Jack Handle	Yes	No	Mat (Nos.)
Car Perfume	Yes	No	Boot Mat (Nos.)
Clock	Yes	No	Cigarete Lighter/ Yes/ No
Stereo	Yes	No	Speaker – RR (Nos.)
C.D.Player	Yes	No	Speaker – FR (Nos.)
Mouth Piece	Yes	No	Tweeters (Nos.)
C.D. Changer	Yes	No	Ext. Warranty/Yes/No
Battery	Yes	No	
Tyres	Yes	No	

Remarks and advise for customer, if any.

Delivered By

Name

Time

Date

Final Inspection: OK/Not OK

Name

Signature

I hereby certify that the repairs have been carried out to my entire satisfaction.

Date:

Customer's Signature

## REPAIR ORDER TERMS & CONDITIONS

1. The Vehicle is driven, tested (including road test outside the workshop), repaired and parked at the sole risk, responsibility and liability of the Customer. In case of damage due to an accident, repairs will be carried out at customer cost and/or under the insurance of the vehicle.
2. The Customer agrees to indemnify the Dealer against any risk, liability/responsibility for loss or damage to the vehicle and/ or life or property of all persons arising out of repairing / servicing / test driving of the vehicle when the vehicle is in the Dealer's custody and the Customer confirms to have obtained valid insurance policy of the Vehicle.
3. It may not be practically possible to notice and record on the repair order the working or condition of various components, sub-assemblies, accessories, all the damages, dents, and scratches etc. on the vehicle at the time of accepting the vehicle; and if the same are noticed during repairs & servicing, the decision of workshop incharge will be final.
4. The Customer will not hold Dealer responsible / liable for any delay in delivery / in carrying out of repairs / in procurement of spare parts for reasons beyond the control of Dealer.
5. Customer is advised to remove any valuable items (cash, jewellery etc.) from the Vehicle at the time of handing over the Vehicle to the Dealer. Dealer will not be responsible for any valuable / article / item left in the car by the customer.
6. The Customer undertakes to make payment of all charges including applicable taxes before taking delivery of the vehicle. Modes of payment are cash or demand draft only. Demand Draft and Pay-Order should be made in favor of the Dealer & payable at <dealer location>. If the bill settlement is delayed beyond a period of 7 days, Dealer may charge interest @ 18% p.a. on the outstanding bill amount from the date on which the vehicle was ready for delivery until payment is made.
7. The Customer undertakes to take delivery of the Vehicle within 24 hours of advice from Dealer regarding completion of the work after making payment towards repair charges including labour & cost of spare parts, if any. In the event of Customer not taking the delivery of the car from Dealer within the above timeline, Customer shall be liable to pay Parking charges @ Rs. 150/- per day along with the charges towards repair, labour, spare parts etc. till the date of Customer taking physical delivery of the Vehicle.
8. The Customer has no objection to Dealer levying an estimation charge of Rs. 500 in case of repair or Rs. 1% of the estimate in case of total loss/ cash loss whichever is maximum but not more than Rs. 5000, if the job is not entrusted to Dealer after obtaining the estimate and the Customer shall pay the same in addition to parking charges at the rate per day specified in Clause 7 above.
9. Vehicle declared total loss/uneconomical to repair either by the Insurance Company or the Customer will carry estimation charges and parking charges as defined in these said terms and conditions.
10. Dealer will have a lien on the Vehicle until all above mentioned dues are settled to Dealer's satisfaction.
11. No vehicle will be delivered without this receipt. Dealer's risk and responsibility, if any shall cease on delivery of the Vehicle to the Customer.
12. Salvage of accident repaired vehicle shall be taken by the Customer at the time of taking the delivery of the car. Salvage not claimed/ taken at the time of delivery will be disposed of as scrap & customer shall have no claim to it.
13. All disputes and differences arising from this repair order shall be settled by mutual discussion and in case mutually acceptable settlement is not arrived, any such dispute shall be subject to exclusive jurisdiction of court in <location> only.
14. The services & offer is subject to force majeure clause.

REPAIR ORDER



HYUNDAI

ABC Hyundai

<Address>

Tel: XXXX XXXXXX Fax: XXXX XXXXXX

Website: www.abchyundai.co.in email: customercare@abchyundai.co.in

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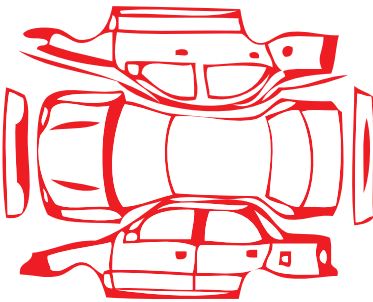
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Fuel Gauge Needle

Position



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No

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Tool Kit

Yes

No

Wheel Covers (Nos.)

Spare Wheel

Yes

No

Whee Cap (Nos.)

Jack

Yes

No

Mud Flaps (Nos.)

Jack Handle

Yes

No

Mat (Nos.)

Car Perfume

Yes

No

Boot Mat (Nos.)

Clock

Yes

No

Cigarette Lighter/ Yes/ No

Stereo

Yes

No

Speaker - RR (Nos.)

C.D.Player

Yes

No

Speaker - FR (Nos.)

Mouth Piece

Yes

No

Tweeters (Nos.)

C.D. Changer

Yes

No

Ext. Warranty/Yes/No

Battery

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Tyres

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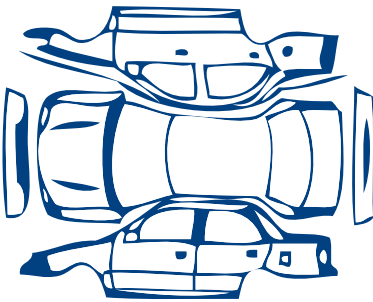
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R- Replaced      T-Top-Upped      C-Checked/Cleaned      A-Adjusted/tightened      Tick ( ) if Done

JOB DESCRIPTION																			
1	Free Paid Service jobs (Tick as required)	1 Engine Oil      R/T/C		2. Oil Filter      R/C		3. Transmission Oil      R/T/C		Tech:											
		1 Spark Plug      R/C		Air Filter      R/C		Brake Fluid      R/T/C		4. A/T Transmission Oil      R/T/C		Clutch Fluid      R/T/C									
		6 Coolant      R/T/C		Fuel Filter      R/C		Timing Belt      R/C/A		9. A/c Belt      R/C/A		Coolant Pump Belt      R/C/A									
		11 Power Steering Belt      R/T/C		Check all Hoses <input type="checkbox"/>		Throttle Body Clean <input type="checkbox"/>		14. Check Brake/Clutch <input type="checkbox"/>		15. Brake/Clutch Pedal Play <input type="checkbox"/>									
	Misc jobs (Tick it Done)	1 Wheel Balancing <input type="checkbox"/>		2. Tyre Rotation <input type="checkbox"/>		3. Check Tyre pressure <input type="checkbox"/>		4. Cherk any oil leakage (Engine, T/m, P/Stg) <input type="checkbox"/>		5. Hi Scan <input type="checkbox"/>									
		6 Check Headlight <input type="checkbox"/>		7. Check Taillight <input type="checkbox"/>		8. Check Dashboard light/combination switch <input type="checkbox"/>		9. Check other lights <input type="checkbox"/>		10. Check Drive Shaft/Steering Boot <input type="checkbox"/>									
		11 Check Under Body <input type="checkbox"/>		12. Check Struts/Shock Absorbers For Leakage <input type="checkbox"/>		13. Battery terminal fluid level and tightness <input type="checkbox"/>		14. Fuel Injector      R/C		15. Check Wiper & (w/s) washer Operation <input type="checkbox"/>									
		16. Check W/S Washer Nozzle Spray <input type="checkbox"/>		17. Check water in W/s washer bottle <input type="checkbox"/>		18. Next Service Due/ERS Sticker <input type="checkbox"/>		19. Service Book Entry <input type="checkbox"/>		20. Wheel Nut Check <input type="checkbox"/>									
		Wheel Aligment <input type="checkbox"/>						Tech:											
		Check A/C Operation <input type="checkbox"/>		Cut in Temp.: <input type="checkbox"/>		Cut Out Temp.: <input type="checkbox"/>		Tech:											
		A/C Gas recovery done <input type="checkbox"/>		A.C Gas charging done <input type="checkbox"/>		Remarks													
3	mechanical Jobs	1						Tech:											
		2						Alloted Time: (By Floor I/C)											
		3						Start Time: (By Tech.)											
		4						End Time: (By Tech.)											
		5						6											
4	Electrical	Battery Check :		Cell	1	2	3	4	5	6	Elect Name :								
		Top Up <input type="checkbox"/>		Sp. Gravity								Start Time: (By Elect.)							
		Alternator Charging Voltage: Out Load										End Time: (By Elect.)							
5	Door Adjustment	1 Check all Doors <input type="checkbox"/>		2. Check all Doors Locks <input type="checkbox"/>		3 Check all window glass operation <input type="checkbox"/>		Denter Name:											
		4 Check Hood & Tailgate] operation <input type="checkbox"/>		5 <input type="checkbox"/>		6 <input type="checkbox"/>		Start Time: (By Denter.)		End Time: (By Denter.)									
6	Technical Remarks											Waranty (If any							
Washing <input type="checkbox"/>		ROAD TEST <input type="checkbox"/> Remarks      _____																	
PARTS CONFIRMED <input type="checkbox"/>		FINAL INSP. <input type="checkbox"/> Remarks      _____																	
		If vehicle likely to be deleyed, revised Delivery Date: _____																	
		Customer informed-> Date: _____      Actual Vehicle Ready Date: _____      Time: _____																	
S No.	LABOUR DESCRIPTION							S No.	LABOUR DESCRIPTION						AMOUNT				
1								7											
2								8											
3								9											
4								10											
5								11											
6								12											
Signature																			
Parts Supervisor				Final Inpection				Floor I/C				Service Advisor				Washing Supervisor			