



*NORTH DAKOTA STATE COLLEGE OF SCIENCE
AUTOMOTIVE TECHNOLOGY
REQUEST FOR REPAIR WORK*

Date: _____

Year: _____ Make: _____ Model: _____ Color: _____

Owner' Name: _____

Owner's Address: Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home: _____ Business: _____

Your NDSCS Dept. And Instructor's Name: _____

Type of work to be done: _____

Explain problem thoroughly: _____

Should parts be replaced if necessary: _____

Notify if cost of repairs is over _____ dollars.

Date unit is scheduled to be worked on _____

Unit to be scheduled at a later date.

General Policies

1. Instructors select automobiles to be worked on in the shops for their instructional value and may not be selected on a first come first serve bases. **INSTRUCTORS HAVE THE RIGHT TO REJECT ANY WORK IF IT DOES NOT MEET INSTRUCTIONAL REQUIREMENTS.**

2. The Automotive Technology's mission is to train automotive service technicians. Therefore, **RUSH JOBS WILL NOT BE ACCEPTED.**
3. **NO PARTS ARE TO BE FURNISHED BY THE CUSTOMER UNLESS APPROVED BY THE DEPARTMENT CHAIR-PERSON.**
4. NDSCS will not guarantee any work done in which
 - (A) parts are needed but not replaced at the owner's request, and
 - (B) parts used are provided by the customer.
5. Jobs are to be left in the lab until all shop work is completed, approved by the Instructor, and paid for by the customer.
6. **NDSCS DOES NOT EXTEND CREDIT FOR ANY JOB.**
7. The customer must pick up vehicle or equipment the same day that he/she has been notified, unless arrangements are made with the automotive department. **NDSCS IS NOT RESPONSIBLE FOR VEHICLE AND/OR PARTS LEFT IN VEHICLE WHILE IN PARKING LOT.**
8. Hours of operation are 7:45 AM. to 4:15 PM. Monday through Friday.
9. **NDSCS IS NOT RESPONSIBLE FOR FIRE OR THEFT.**
10. Carry-in units have a 30 day warranty from the time the unit is picked up. The customer is responsible for returning the unit in the same manner in which it left the automotive department.
11. Complete unit overhauls will have a 90 day warranty or 4,000 miles or which ever comes first. **IN CASE OF FAILURE, UNITS WILL BE BROUGHT BACK TO NDSCS AUTO DEPARTMENT AT THE OWNER'S EXPENSE.**
12. Warranties are only on those components of the vehicle that have been worked on in the shop.
13. Valve jobs on engines with high mileage will have **NO WARRANTY ON OIL CONSUMPTION.**
14. **HIGH PERFORMANCE AND HEADER EQUIPPED CARS WILL HAVE NO WARRANTY.**
15. Individuals who have complaints **MUST** first contact the Department Chair-Person. If the problem is not resolved, the individual should contact the Division Dean.
16. **CUSTOMERS PAY THE RETAIL PRICE ON PARTS, MATERIALS AND MACHINING AND UP TO \$ 15.00 PER FLAT RATE HOUR.**
17. Transportation charges and phone calls will be added to the parts bill where applicable.

I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE POLICY OF THE STATE COLLEGE OF SCIENCE REGARDING PRODUCTION JOBS.

Date: _____ Customer's Signature _____