



I, _____, hereby give authorization to RILEY & SONS, INC to repair my vehicle,

YEAR:

MAKE:

MODEL:

I give authorization for RILEY & SONS, INC (hereafter "Riley") to order all parts needed for repairs. I understand that if repairs are not completed by RILEY, for whatever reason, that I will take full responsibility for the balance due and owing for all parts ordered, including a 20% restocking fee. I understand that all part prices are subject to invoice and that additional hidden damages may be discovered during the repair process and I will be notified of any additional charges that I may incur. I also grant all employees of RILEY permission to operate the above described vehicle for the purpose of testing and/or inspection. I also give consent to Riley & Sons, if deemed necessary for proper repairs to be done, to extract data that is stored in the vehicle's onboard computers and recorders for diagnostic purposes. I will release and hold harmless RILEY & SONS, INC for any loss or damage to the above described vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond the control of RILEY. I understand that substitute transportation is my responsibility. I understand that payment in full is due upon release of the vehicle, and that, at the option of RILEY, if full payment is not made when repairs are completed that RILEY may retain the vehicle and sell said vehicle to pay for the cost of repairs. A mechanic's lien is hereby authorized on the above described vehicle to secure the amount of repairs thereto, and I hereby waive any objections to the statutory requirements for the filing of a mechanic's lien. I understand that all old parts are junked and disposed of, unless I instruct otherwise in writing. Past due accounts are subject to reasonable attorney fees and collection costs if collection efforts are required, and shall bare interest at the rate of 18% per year. It may be necessary for the above describe vehicle to be moved between other Riley facilities in Indiana, and I consent to Riley transporting or driving the above describe vehicle from one facility to the other.

Signature _____ Date _____

Printed Name _____

RILEY & SONS, INC. – PAYMENT POLICY

Following the completion of the repair of a vehicle, the owner of the vehicle may pick up the vehicle when outstanding amounts are paid. ***All insurance checks must be endorsed by all parties to whom the check is made payable to prior to releasing the vehicle. This includes any lien holders (ex. financial institutions, or any single person who holds an interest in the title of the vehicle if the insurance check is made payable to either of these parties).*** In the event that added amounts were determined to be necessary *after* the initial estimate was drawn up, and that they have been accepted by the liable insurance company, the owner and any lien holders will be asked to sign a Power of Attorney form to facilitate collection of these additional charges from said insurance company. Provided all other charges are paid, the vehicle may be released before these supplemental amounts are paid.

Amounts due by the owner may be paid to Riley & Sons as follows:

- ❖ Cash
- ❖ Credit Card – Visa, Master Card or Discover
- ❖ Cashier's Check or Certified Money Order
- ❖ Personal Checks up to \$5,000 / Photo I.D. and Driver's License Number required - (by paying by check, you authorize us or our agent to process the check by traditional deposit, electronically, or through a 'preauthorization draft.' If the check is returned for any reason, you authorize us or our agent to re-present the check one or more times by such methods, and you authorize us or our agent to collect and return check fee up to the maximum amount as permitted by law.)

Please initial here to signify that this payment policy has been read and understood. _____

2394 E. 400 S. Anderson, In 46017 Ph – 765-649-4902 Fax 765-649-2652
106 W. Central Way Pendleton, In 46064 Ph – 765-778-1600 Fax – 765-778-0500
7335 S. 300 W. Pendleton, In 46064 Ph – 765-778-3194 Fax – 765-778-7165
421 New York Ave New Castle, In 47362 Ph-765-529-5103 Fax 765-529-2449
165 W Muskegon Dr Greenfield, In 46140 Ph 317-462-0077 Fax 317-462-0121
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