

Automotive Collision Repair Center
5781 Highway 90 Theodore, AL 36582
251-459-0504

VEHICLE RELEASE & FEE ACKNOWLEDGEMENT FORM

Repair Order (RO) #: _____

1. VEHICLE INFORMATION

- Year / Make / Model: _____
- VIN (Vehicle Identification Number): _____

2. OWNER / CUSTOMER INFORMATION

- Full Name: _____

3. ITEMIZATION OF REPAIRS & ADDITIONAL FEES

- Total Repair Invoice Balance: \$ _____
- Daily Storage Fees: \$ _____ per day × _____ days = \$ _____
- Administrative / Processing Fees: (Paperwork, imaging, itemization) = \$ _____
- Towing / Gate / Tear-Down Fees: (If applicable) = \$ _____
- TOTAL AMOUNT DUE FOR VEHICLE RELEASE: = \$ _____

4. OWNER ACKNOWLEDGEMENT & LIABILITY WAIVER

By signing below, I, the registered owner or legally authorized agent of the vehicle described above, acknowledge and agree to the following conditions:

- **Inspection & Acceptance:** I have personally inspected the vehicle and find all repairs completed to my total satisfaction. I accept the vehicle in its current "as-is" condition upon leaving the shop premises.
- **Fee Acknowledgement:** I agree that all additional storage, administrative, and processing fees listed in Section 3 are valid, accurate, and fully earned by the shop.
- **Payment in Full:** I confirm that all balances have been paid in full via approved payment methods, or that authorized insurance checks have been legally endorsed over to the shop.
- **Personal Property:** I have inspected the interior and trunk of the vehicle and confirm that all personal belongings are present. The shop is not responsible for any items claimed missing after departure.
- **Release of Liability:** I hereby release the shop, its employees, and its owners from any further care, custody, control, liability, or claims regarding this repair order or the vehicle's storage once the keys are handed over.

5. SIGNATURES

Owner / Authorized Agent Signature: _____
Printed Name: _____
Date Signed: ____ / ____ / 20____

Shop Representative Signature: _____
Printed Name / Title: _____
Date Signed: ____ / ____ / 20____