Medford Vocational Technical High School
489 Winthrop Street
Medford, MA 02155
(781) 393-2207

AUTOMOTIVE TECHNOLOGY SHOP

WORK REQUEST FORM

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PLATE #: _____

YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

HOME # _____ CELL# _____

TYPE OF WORK REQUESTED

_____

_____

_____

_____

Release Of All Liabilities

I understand that my vehicle will be repaired, or otherwise worked upon by students at Medford Vocational Technical High school who are being trained in the school's Automotive Technology Program. I also understand that the students are not trained technicians, but I am willing to allow the student to work on my vehicle as part of the school's education program. In consideration of the work done on my vehicle, I hereby release and hold harmless the Medford Vocational Technical High School, its school committee, its faculty, its administrators, its staff, and its students for any loss, claims, damages, suits or causes of action that may arise or in any way occur as a result of, directly or indirectly, related to the work performed on my vehicle.

All personal possessions, property, additional radios, C.B.'s, speakers, etc. Should be removed prior to vehicle being admitted for repairs. Medford Vocational Technical High School will not be responsible for any lost, missing or broken items in the vehicle.

I also understand that no vehicle will be released until full payment has been received. I will be notified when to bring my vehicle in for repairs and will also be notified when work has been completed.

SIGNED: _____ DATE: _____

PROCEDURE FOR AUTOMOBILES COMING INTO SHOP FOR REPAIRS

1. All parts and material used on your vehicle will be marked up 20%
2. Vehicle must be in reasonably good condition.
3. Vehicle must be properly insured and registered.
4. The work to be performed must coincide with curriculum at the time.
5. All work will be accepted according to its educational value.
6. Vehicle must be dropped off in the morning and when completed, picked up prior to 2:15 PM. Instructors will not be available after this time
7. No customers will be allowed to stay in the shop while students are working on their vehicles.
8. THERE ARE NO TIME LIMITS. We are dealing with students that are trying to learn a trade and that takes time. They are working for the quality of their work and not speed.
9. The instructor will give you an approximate estimate prior to any work performed.
10. Parts may be supplied by the owner but bear in mind it will in most cases require more time to complete the work.
11. The vehicle must have at least one half of a tank of fuel for the purpose of road testing and troubleshooting if necessary
12. Automobile must be somewhat clean inside and out to give the student more pride in their work.
13. We are a training facility, and sometimes scheduled jobs must be canceled or postponed due to circumstances that may arise.
14. We do not perform rust repairs.

*If any of the above terms are not met work will not be performed.

I have read the terms above for repairs to my vehicle and accepted them as stated.

Print Name: _____

SIGNED: _____ **DATE:** _____

STAFF USE ONLY

Estimate: Mileage at repair time: _____

Schedule Repair date: _____ Approx. Repair time: _____

Student working on job: _____ Instructor's signature: _____

Notes:

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