



# Customer Work Order

Name	<b>Description of Service</b>		
Address			
City State Zip			
Phone Ext.			
Date			
Date Payment Received by Treasurer:			
Completed Project Release on: / / TO:			
Complete below for all motorized vehicles			
Year, Make, & Model			
Serial #/VIN			
License #: Mileage			

**Customer Service Acknowledgement** (initial statements and sign below)

\_\_\_\_ I hereby authorize the described work to be done along with the necessary materials. It is understood that Buckeye Hills Career Center will not be held responsible for loss or damage to the project in case of fire, theft, or any other cause beyond our control. I further understand that this work is an educational experience. **Programs cannot be given a specific deadline for completion.** Buckeye Hills Career Center is not liable for unforeseen problems with the project. At any time, the Dean can terminate the project at their discretion. The project will be promptly moved upon request. The total amount must be paid in full before the project is released to the customer. No project is to be removed from the school's property until the instructor releases it and bill is paid in full.

Qty	Parts/Supplies Description	Unit Cost	Cost
Total Parts			
Tax			
<b>TOTAL</b>			

**Automotive & Agricultural Programs** (initial statements that apply and sign below)

\_\_\_\_ Buckeye Hills Career Center employees/students may operate vehicle for the purpose of testing and inspection at my risk. An express mechanics lien is acknowledged on the above vehicle to secure the amount of repairs thereto.

Vehicles need to be removed five (5) days, after the instructor has notified the owner.

Any vehicle left for more than 30 days after notification will be processed according to law (ownership will be applied for or vehicle towed to a storage lot).

Service Completed	Service Charge
Student Technician:	<b>Total Service</b>
Contacted By: In Person <input type="checkbox"/> By Phone <input type="checkbox"/>	<b>Total Parts</b>
Date:   Time:   Called by:   Phone:	<b>Shop Supplies</b>
	<b>GRAND TOTAL</b>

**\*\*CUSTOMERS MUST PAY AND PICK-UP THEIR PROJECT MONDAY - FRIDAY FROM 8:00 A.M. TO 2:30 P.M.**

**Dean's Authorization:**  
 Note: Customer service is NOT to be performed prior to the Dean's approval.

Method of Payment: Check # \_\_\_\_\_  
 Cash

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This job is assigned to the \_\_\_\_\_ Program on \_\_\_\_\_ (Date)

Pmt Rec'd By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Customer wants to have old parts?  Yes  No

Dean Signature: \_\_\_\_\_