



211 Hartman Street /// Brookhaven, MS 39601
 601-833-1861 /// portersbodyshop@cableone.net
 www.portersbodyshopms.com

CUSTOMER INFORMATION

Name: _____ Cell Phone: (____) _____
 Address: _____ Other Phone: (____) _____
 City: _____ State: _____ Zip code: _____
 Vehicle Year: _____ Make/Model: _____
 How did you hear about us? _____

INSURANCE AND PAYMENT INFORMATION

***ALL CHARGES MUST BE PAID IN FULL BEFORE THE VEHICLE IS RELEASED*
 THE DEDUCTIBLE IS THE CUSTOMERS RESPONSIBILITY AND MUST BE PAID.**

ACCEPTABLE FORMS OF PAYMENT: Properly Endorsed Insurance Checks, Cash, Mastercard, Visa, and Discover
(Please note the credit card company has implemented a 4% fee on all charges)

(__) Insurance Company: _____
 Claim # _____ Deductible: _____

(__) Self Pay

DIRECTION TO PAY: I authorize any payment and all supplements to be paid directly to Porter's Body Shop Inc. and mailed directly to this repair facility.

AUTHORIZATION TO REPAIR: I hereby authorize Porter's Body Shop Inc. to complete the repairs listed on the vehicle stated above. I understand the payment in full will be due upon release of the vehicle, including any supplement charges. I hereby grant you and/or your employees permission to operate my vehicle, on streets, highways, or elsewhere for the purpose of testing, inspecting or sublet repairs, and delivery or pick up. An Express Mechanics Lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. I Will Not Hold Porter's Body Shop Inc. Responsible For Loss Or Damage To Vehicle Or Articles Left In Vehicle in case of fire, theft, accident, or any other cause beyond their control.

POWER OF ATTORNEY: For consideration of repairs made to the vehicle I hereby grant my Power of Attorney to sign or endorsed any checks and/or drafts made payable to me, and hereby release thereto, as settlement for my claim or damage to my vehicle. **I HAVE REMOVED ALL UNATTACHED PERSONAL AND VALUABLE ARTICLES FROM SAID VEHICLE.**

⇒ **AUTHORIZATION:** _____ **DATE:** _____

WE COMMUNICATE VIA PODIUM MESSAGING SYSTEM

Podium is a messaging system that lets us communicate quickly and easily with our customers. To do so we will need to send a text or an email to start communication. Customers can also leave reviews through *Podium*. If you are satisfied with our service, feel free to leave us a review. You can also find us on Yelp!, Google, Facebook, or directly on our website. Thank you!

Email: _____ Cell Phone: (____) _____