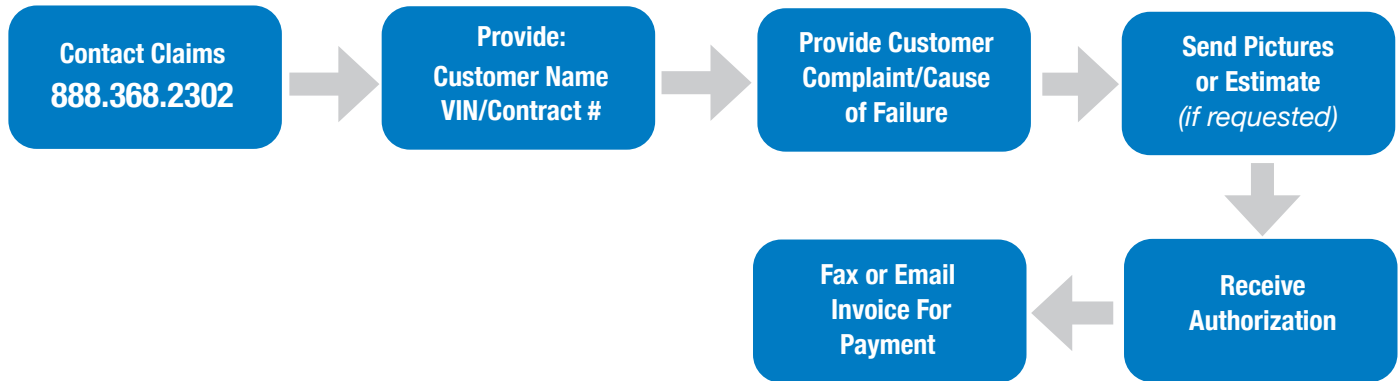




Mechanical VSC Claims Guideline



CREDIT CARD PAYMENT CHECKLIST

Invoices can be faxed: [910.499.9082](tel:910.499.9082) or emailed: accountspayable@autoxcel.net
Please complete the cover sheet & include all applicable items below:

FAX REQUIREMENTS

REPAIR ORDER

- Repair Facility Names, Address & Phone Number
- Complete VIN
- Vehicle's Current Mileage
- Customer's Full Name/Address

ALL DOCUMENTATION SUBMITTED IS REQUIRED TO BE

- Legible (*Printed*)
- Itemized (*Parts & Labor*)
- Signed by The Customer (*where applicable*)

SUPPLEMENTAL INVOICES (SUBLETS)

- Part Invoices – any part obtained from a supplier or dealer must have an invoice accompanying the repair order & must show the parts at MSRP (*or your cost, which will be marked up 30%*)
- Any other outside vendor or supplier utilized to effect repairs will require invoices (*if applicable*)
- Towing Invoice (*if applicable*)

Rental invoice (if applicable)- Final Signed Computer-Generated Invoice