## APPENDIX E

## WRITTEN INVOICE

A written invoice summarizes information about the completed repair of the customer's motor vehicle. Some information is required. The repair job shown on the next page, for *illustrative purposes only*, outlines required information. Written invoices must disclose the following information:

- a) A description of the repairs requested, authorized and performed. This includes a detailed identification of all parts that were replaced and a notation as to which are new OEM, new, OEM surplus, used, rebuilt or reconditioned;
- b) The estimated price of repairs;
- c) The actual price of repairs;
- d) A certification signed by a representative of the facility stating that the repairs were done properly or a detailed explanation of the facility's inability to complete repairs properly;
- e) The name of the mechanic or mechanic trainee who performed the repairs. In the case of major repairs, the name and state certification number of the mechanic who performed, inspected, approved or supervised the repairs must be included;
- f) The facility's registration number.

**NOTE:** A repair facility does not have to guarantee its repairs. If it does, the guarantee must be in writing and must disclose the scope of the warranty, if any, including any limitations that may exist.

OUAN PART NO DESCRIPTION ESTIMATED						ACTUAL Commission of the Commi									Date	011		_		
1		AMO	50	54	50		Tom's Speedy Service 321 Main Street						2-5-98 Time Received							
2	18024931 Front Brake Pads 14094932 Rotors			_	185	84	1	Any	town, Mic	higan 4891	0				1			_		
•	ו בכלדלטדו	185	07	102	07		616-739-8088						Prom	8:00		A) P)				
	-	-	$\vdash$	-	-	Name	Name John Doe								5:00	' (	P			
++						Address	Address 104 Main Street Apt. No.							Business Telephone 373-9060						
+			-	-		-	City Anytown, Michigan 48910								Resid	Residence Telephone				
+			-	$\vdash$			Name o	Name of Additional Person Phone									Phone when ready			
+					_			Who May Authorize Repair Work Year-Make-Model Engine Type License No.							Yes No					
+		(A)				_	95 Chevy Monte Carlo 4 Cyl. 6 Cyl. 8 Cyl. Rot. 123				CDP									
$\perp$								Vehicle LD. No. Odometer 2G1WW12M6S9332427 55,49.				Deposit \$ N	No.		Estimator/Writer					
_							$\vdash$								Retain Parts  No □ No					
			_				Daily S	Daily Storage \$ No Diagnostic Charge \$ No							M tes   N			-		
	1,100						Rate:	Flat DHrity. Both	a Cas	h Check	☐ Cred	it Card	] Char	ge_			_	_		
$\perp$	SPECIAL REPAIRS							REPAIR ORDER - LABOR INSTRUCTIONS						Time			Actual			
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MANUFACTURER OR DISTRIBUTOR BECAU				USE OF WARRANTY							Estimated Repair Wo							1		
WORK OF AN EXCHANGE AGREEMENT. YOU INSPECT THE PARTS WHICH CANNOT BE RE							EMPLOYERS MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING INSPECTION OR DELIVERY AT MY RISK.				Total Labor				50	00	50	6		
						I HAVE READ AND UNDERSTAND THE ABOVE TERMS. Total Parts							240	34	240	1				
						/				Environ.	Charges						Ŧ			
Repairs Mechanic's Name & Michigan Certification Number					1	zep sy John Do			Special F	Repairs				-		Ŧ				
Performed 1, Joe Grant-M100000 3.						AUTHOR	ZED BY	-		Gas, Oil,	Grease				-		Ŧ			
By 2 4				_	/				Tires, Tu	bes				-		Ŧ				
							GAL GASOLINE @			Total				290	34	290	ŀ			
-CERTIFICATION- MICHIGAN REPAIR FACILITY ALL REPAIRS AND PARTS LISTED WERE FURNISHED IN REGISTRATION NUMBER					1/		QTS. OIL @			Tax				14	-	14	-			
COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT (F.A. 100)			F100000			/ [					Less De	posit				-	-	Ŧ		
(Contract)	Joe Gra	100	F100	000				LBS. CREASE #				AMOUNT			304	76	304	į,		
	On advance Laborat				_			TOTAL GAS - OIL - GREASE			TOTAL	Allooki			204	10	207			