



# Grows Auto Service of Southampton

## Key Drop Form

**Print this form and fill out all the information. Place the form in an envelope with your keys and deposit it in our key drop in the door of our service/waiting room door.**

Please provide the following contact information, so that we may quickly service your vehicle.

**IMPORTANT! IT IS EXTREMELY IMPORTANT THAT WE BE ABLE TO CONTACT YOU THE ENTIRE TIME YOUR VEHICLE IS AT OUR FACILITY. NO WORK CAN BE COMPLETED WITHOUT OUR BEING ABLE TO CONTACT YOU. PLEASE INCLUDE ALL THE PHONE NUMBERS, CELL NUMBERS, EMAIL AND PERHAPS A FAMILY MEMBER OR A FRIEND'S NUMBER THAT YOU MAY BE REACHED AT. THIS WILL HELP ELIMINATE ANY POSSIBLE DELAYS IN THE TIMELY REPAIR AND RETURN OF YOUR VEHICLE.**

### Best way to reach you

\_\_\_\_\_ phone ~ text ~ email - Please include number or address

### Alternate contact

\_\_\_\_\_ in case you ignore our first attempt 😊

### I authorize Grows Auto to schedule the following work on my vehicle;

- |   |  |
|---|--|
| <input type="radio"/> STATE INSPECTION / EMISSION | <input type="radio"/> EXHAUST SYSTEM                 |
| <input type="radio"/> CHASSIS LUBRICATION         | <input type="radio"/> ADJUST BRAKES                  |
| <input type="radio"/> CHANGE ENGINE OIL           | <input type="radio"/> FRONT END ALIGNMENT            |
| <input type="radio"/> CHANGE ENGINE OIL FILTER    | <input type="radio"/> WHEELS BALANCED                |
| <input type="radio"/> TRANSMISSION OIL & FILTER   | <input type="radio"/> ROTATE TIRES                   |
| <input type="radio"/> TUNE-UP ENGINE              | <input type="radio"/> CHECK ELECTRICAL & BATTERY     |
| <input type="radio"/> CHECK BRAKES                | <input type="radio"/> REPAIR LIGHTS                  |
| <input type="radio"/> PACK WHEEL BEARINGS         | <input type="radio"/> OIL LEAK(S)                    |
| <input type="radio"/> OVERALL PERFORMANCE         | <input type="radio"/> INVESTIGATE CHECK ENGINE LIGHT |

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

MODEL \_\_\_\_\_ MILEAGE \_\_\_\_\_

**COMMENTS AND ADDITIONAL WORK REQUESTED:** (use back of page for more detailed description)

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