

# COLLISION REPAIR CENTER

123 Auto Body Lane  
City, State, Zip  
Phone: (555) 000-0000

## SPECIAL ORDER

Order #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Estimator: \_\_\_\_\_

### CUSTOMER INFORMATION

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### VEHICLE INFORMATION

Year/Make/Model: \_\_\_\_\_  
VIN: \_\_\_\_\_  
License Plate: \_\_\_\_\_

| Part Number | Description (Special Order Parts Only) | Qty | Unit Price | Total |
|-------------|--|-----|------------|-------|
|             |  |     |            |       |
|             |  |     |            |       |
|             |  |     |            |       |
|             |  |     |            |       |
|             |  |     |            |       |

### NOTES / SPECIAL INSTRUCTIONS

Parts Subtotal: \$ \_\_\_\_\_  
Shipping/Freight: \$ \_\_\_\_\_

Sales Tax: \$ \_\_\_\_\_

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**Total Amount: \$** \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_

**Balance Due: \$** \_\_\_\_\_

**Terms:** Special order parts are non-refundable. Electrical components cannot be returned. A 25% restocking fee applies to all authorized returns. Parts not picked up within 30 days will be forfeited.

Customer Authorization Signature