

Procedures Document Submission

Submission of any and all documentation is strictly voluntary on the part of the shop, and there is no charge or compensation for submitting documents. You do not need to be a VRS subscriber to submit documents, nor is submission required to participate in the Variable Rate System. Please do not block out any information on the documents.

1

Instructions

- Print this page and complete sections 2 thru 5
- Submit new Cover Page for each repair order
- Put the Cover Page on top, then place all supporting documents behind it.
- Scan and fax to 520-423-3990 or email to info@NationalAutoBodyResearch.com

2

Shop Info

Shop Name: _____

ZIP code: _____

3

Insurance Company

For the documents you are submitting for this repair, please indicate which insurer is involved:

Insurer: _____

4

Document Type (select all that apply)

Please submit as many document types as you are able for each repair. If submitting an estimate, please place a check mark next to the line items that correspond to the procedures you selected in #5.

- Shop estimate / supplement
- Shop repair order
- Shop final invoice
- Insurer estimate / supplement
- Copy of check

Date Repair was Paid: ____/____/____

5

Not-included Procedures / Operations, Materials, & Labor Rate (select all that apply)

For the documents you are submitting for this repair, please indicate which "not-included" procedures you were **PAID FOR** that are shown on the documents:

- Access time/labor for pulling, cutting
- Administrative fee for total loss
- Blend panels to match color
- Color tint / color match
- Corrosion protection applied
- Cover vehicle to prevent damage / overspray
- Feather, prime, and block
- Mask attached parts, trim, pinstripes
- Mask engine compartment
- Mask interior, door openings
- Refinish prep time for used/salvage parts
- Refinish prep time for raw plastic parts
- Reset electronics
- Sand/de-nib and buff or polish

- Test drive vehicle after repair
- Test fit non-OEM parts
- Two tone
- Wash / detail vehicle for delivery
- Weld damage
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Body / Refinish Rate = \$ _____

Paint & Materials Rate = \$ _____

Mechanical Rate = \$ _____