

**ACCURATE Collision Center, Inc.**  
**Pre-Drop Off Checklist**

- 1) Please bring all insurance paperwork with you when dropping your vehicle off for repairs. We must have a copy of your insurance company damage appraisal to proceed with your repairs.
- 2) Please do not deposit your insurance check. Your bank may require the insurance company check to clear before you can draw against it, possibly causing a delay in the delivery of your completed vehicle. Also, TeleCheck will only allow us to accept personal checks and credit card charges for the amount of your deductible up to \$500.00.
- 3) Please furnish us with a daytime phone number so that we may give you repair process updates and tell, us how often you would like us to call you. If you prefer, we can leave a voice mail or answering machine message update for you. Let us know what will be best for you.
- 4) Please furnish us with your insurance agency's name, phone number and contact person.
- 5) Please remove all valuables and personal property such as telephone handsets, radar detectors etc. from your vehicle prior to leaving it for repairs. ACCURATE Collision Center will not be responsible for any items left in your vehicle.
- 6) Please inform us prior to leaving your vehicle for repairs of any LoJack starting procedure and any radio code that may need resetting.
- 7) Your alarm system must be deactivated prior to leaving your vehicle for repairs. During the repair process it is necessary to disconnect the battery for welding and/or paint baking. Due to this your alarm system may need to be reactivated by the installer if the system has not been deactivated prior to disconnecting the battery. ACCURATE Collision Center cannot be responsible for deactivating and reactivating alarm systems due to the many types and models. Please leave any alarm key pads with your keys.
- 8) Please leave wheel lug or wheel cover lock keys sets with us when you leave your vehicle for repairs. We frequently need to remove wheels to gain access to items such as fender bolts and will need your key to perform such functions.
- 9) Please remove all personal items from your trunk - especially if we are repairing the rear of your vehicle. We cannot be held responsible for any personal items left in your vehicle.
- 10) Please review our payment policy. ACCURATE Collision Center offers several ways for you to pay for your vehicle repairs. All repairs must be paid in full at the time of vehicle delivery.
- 11) Please call us right away if you have any questions prior to dropping your vehicle off.