

Automotive Collision Repair Estimate Checklist

 Show only Checklist

Display Style
Default 

Vehicle Information Verification

Ensuring accuracy of vehicle details for correct parts and labor estimation.

Vehicle Identification Number (VIN)

Write something...

Year

Write something...



Make

Write something...

Model

Write something...

Mileage

Enter a number...

Trim Level

- Base
- LE
- XLE
- Limited
- Other

Damage Assessment & Documentation

Comprehensive record of all visible damage, including photographs and detailed notes.

Detailed Description of Exterior Damage

Write something...

Number of Dents/Scratches

Enter a number...

Photos of Front Damage

 Upload File

Photos of Rear Damage

 Upload File

Photos of Side/Underbody Damage

 Upload File

Description of Mechanical Damage (if any)

Write something...

Type of Glass Damage (if applicable)

- Windshield
- Rear Window
- Side Window
- None

Parts Identification & Sourcing

Accurate identification of required parts (OEM, aftermarket, used) and confirmation of availability.

Part Type

- OEM
- Aftermarket
- Used
- Recycled

Part Number

Write something...

Supplier Name

Write something...

Quantity

Enter a number...

Unit Price

Enter a number...

Availability Status

- In Stock
- Backordered
- Special Order

Expected Delivery Date

Enter date...

Labor Time Calculation

Determining appropriate labor hours based on repair complexity and industry standards.

Base Labor Rate (per hour)

Enter a number...

Estimated Labor Hours

Enter a number...

Shop Overhead Percentage

Enter a number...

Repair Complexity Level

- Simple
- Moderate
- Complex

Labor Guide Used (e.g., Mitchell, Audatex)

- Mitchell
- Audatex
- Other

Notes/Justification for Labor Time

Write something...

Sublet Work Estimation (if applicable)

Estimating costs for specialized repairs requiring external vendors (e.g., painting, mechanical).

Sublet Vendor

- Vendor A
- Vendor B
- Vendor C

Estimated Sublet Cost

Enter a number...

Vendor Contact Information

Write something...

Estimated Completion Date (Sublet)

Enter date...

Estimated Labor Hours (Sublet)

Enter a number...

Type of Sublet Work

- Painting
- Mechanical
- Other

Supplements & Hidden Damage Contingency

Addressing potential hidden damage and accounting for supplemental repairs.

Contingency Percentage

Enter a number...

Description of Potential Hidden Damage

Write something...

Potential Hidden Damage Type

- Frame Damage
- Mechanical Issues
- Electrical Problems
- Rust/Corrosion
- Other

Estimated Additional Labor Hours (Hidden Damage)

Enter a number...

Estimated Cost of Hidden Damage Repair (USD)

Enter a number...

Notes Regarding Potential Supplements

Write something...

Sales Tax and Fees Calculation

Calculating appropriate sales tax and any applicable shop fees.

Subtotal (Before Tax)

Tax Rate (Selection)

- 0%
- 6%
- 7.5%
- 8%
- Other (Specify)

Tax Amount

Registration/Title Fee Included?

- Yes
- No

Registration/Title Fee Amount (if applicable)

Destination Fee Included?

Yes

No

Destination Fee Amount (if applicable)

Enter a number...

Estimate Review and Approval

Ensuring accuracy and completeness of the estimate before presenting to the customer.

Estimated Labor Hours

Enter a number...

Parts Cost

Enter a number...

Sublet Costs

Enter a number...

Estimate Accuracy Check

- Accurate
- Minor Discrepancy
- Significant Discrepancy

Review Date

Enter date...

Estimator Signature

Manager Approval Status

- Approved
- Rejected
- Requires Revision

Customer Communication & Explanation

Clearly communicating the estimate breakdown to the customer and addressing any questions.

Estimate Summary for Customer

Write something...

Total Estimate Cost (Customer)

Enter a number...

Payment Method Discussed

- Cash
- Credit Card
- Financing
- Insurance Claim

Estimated Completion Date (Customer)

Enter date...

Customer Understanding (Confirmation)

- Yes, Fully Understand
- Needs Further Explanation

Customer Signature (Acknowledgement)

Estimate Documentation & Storage

Maintaining proper documentation of the estimate for record-keeping and potential claims.

Estimate Creation Date

Enter date...

Estimate Number

Write something...

Notes on Estimate (e.g., customer requests, disclaimers)

Write something...

Scanned Copy of Estimate

 Upload File

Storage Location (Physical)

- File Cabinet - Estimate Archive
- Offsite Storage

Storage System (Digital)

- Shared Network Drive
- Cloud Storage (Specify)

Number of Copies (Physical)

Enter a number...