



# Automotive Collision Repair Estimate Checklist

## Vehicle Information Verification

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

**Vehicle Identification Number (VIN)**

**Year**

**Make**

**Model**

**Mileage**

### 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...