



REPAIR SHOP CHECKLIST

How to file a claim and get paid quickly.

Call 877-428-7252, before beginning the repair or extensive diagnosis.

ALL repairs require pre-approval from AVP.

Please provide the following information.

- 1. Shop Name: _____
Address: _____
City _____
State _____ Zip _____

- 2. Shop Contact Person: _____

- 3. Shop Phone#: _____

- 4. Customer _____

- 5. Last 6 of VIN#: _____

- 6. Vehicle Make: _____

- 7. Vehicle Model: _____

- 8. Miles: _____

- 9. Repair Order# _____

- 10. Customer Complaint: _____

- 11. Diagnosis with Customer Approval:

- 12. Parts description needed & cost

- 13. Labor time and cost per hour:

- 14. Contact AVP, **877-428-7252** with preliminary diagnosis for repair approval.

How to get paid upon finishing the repair:

- 1. **Fax** your repair order with itemized parts and labor with the approved AVP Claim # to **913-396-5643**
- 2. The payment type you prefer:
 - Credit Card _____ Check _____.
 - Contact Person for Payment _____ Contact Phone# _____
 - Mailing Address:

