

SPIRIT MOTOR GROUP - EXPRESS CHECK-IN



Invoice Name and Address

Driver Name: _____

Email: _____

Vehicle Details

Reg No: _____

Model: _____

Mileage: _____

Phone number(s) where you may be contacted during the day

Tel: _____ Mob: _____ Fax: _____

How will you settle your bill?

Cash Cheque* Order No

Credit Account Acc Name

*Cheque plus valid Cheque Card

If we do not contact you during the day, please phone us before collecting your vehicle.

If you don't want to wait to settle your bill when collecting your car, please complete the following details to allow us to charge your credit card account

Credit card No

Start Date CGN No Expiry Date

Invoice Payment

All invoices must be settled in full upon collection unless a credit account is held and authorised.

Your Instructions

Preferred collection date & time: _____ / _____

Please remove all valuables before leaving your vehicle as we cannot accept responsibility for them.

I authorise all essential work needed to comply with instructions above.

Signed: _____ Date: ____ / ____ / ____

ATTENTION CUSTOMERS
Before you seal this envelope
* Complete details overleaf
* Sign to authorise work
* Remove valuables & lock your car
* Enclose one complete set of keys

“No-Q” ENVELOPE

If you do not need to talk to one of our Service Personnel, you may use this form when bringing your car into our workshop.

Just complete all the sections overleaf, put your keys in this envelope and hand it to a Service Receptionist.

PRE-BOOKING

To use this form, please ensure that you have already booked your car in advance, using the contact details below.

When booking in please remember:

- We are often booked out up to two weeks ahead, so please call us well in advance.
- Give us as much information as possible regarding the work required, especially items not covered by a standard service.

This will help us to help you by allocating the appropriate time and resources to your car.



Unit 48
Furze Road
Sandyford Business Park
Dublin 18

Tel: (01) 4893800

Email: service@spiritmotorgroup.ie

Web: www.spiritmotorgroup.ie



ATTENTION SERVICE PERSONNEL

Please clip this to the Job Card and supply customer with another envelope.