

## **Consumer Assistance Program (CAP) Repair Notification Form Instructions for Appendix E**

### **Section 1 – Vehicle Information**

**CAP ID Number** – Enter the CAP ID number found at the top left side of the Letter of Eligibility.

**Vehicle License Number** – Enter the license plate characters from the vehicle being repaired.

**Customer Name** – Enter the name of the person who brought the vehicle in and signed the estimate. This person should be the one named on the Letter of Eligibility and matches DMV registration form.

### **Section 2 – Diagnostic and Testing Charges**

**Diag Charge** – Enter the labor amount you charged the consumer for diagnosis.

**Testing Charge** – Enter the amount you charged the consumer for Smog Testing the vehicle.

**Already spent** – If CAP money has already been used at another facility, enter the total amount over what CAP has left. Contact CAP for details and balance available.

### **Section 3 – CAP Station Information**

**Station Name** – The name of the station is automatically populated from what is entered on the Invoice screen.

**Station License Number** – The station's BAR license number is automatically populated.

**Station Labor Rate** – The station's hourly labor rate is automatically populated.

**Labor Guide Used** – From the drop down menu choose the name of the estimating guide used to estimate the cost of the recommended repair.

**Station Phone Number** – The station's phone number is automatically populated.

**Repair Order Reference Number** – Enter the identifying number on the station's repair order.

**Tech Lic#** – Enter the technician EO license number of the technician performing the repair.

### **Section 4 – Repair Information**

**Repair Notification #1** – The first repair strategy to be performed by station.

**Labor** – Click on the box and a drop down menu will appear. Select, from that menu, the repair that you are performing. If no selection matches the repair you are doing enter a brief description of repair to be performed.

**Labor Units** – Enter in the Labor units that coincide with the repair performed. The time charged shall not exceed the standard amount of time recognized in a nationally distributed and periodically updated labor estimating guide.

**Labor Total** – Enter the total amount of labor charges based on your labor units times your labor rate.

**Parts Quantity** – Enter quantity of parts.

**Parts Price** – Enter parts price.

**Parts Total** – Will automatically be calculated based on your parts price times your parts quantity.

**Tax** – Will automatically be calculated based on your tax rate times your parts total.

**Consumer Paid** – Will automatically be calculated based on the amount over the CAP limit.

**Notification #1 CAP Total** – Will automatically be calculated based on the line total, less the consumer paid not to exceed \$500.00.

**Repair Notification 2 & 3** – The 2<sup>nd</sup> and 3<sup>rd</sup> strategy to be performed by station. All entries are noted as above, labor, parts, etc.

### **Section 5 – Signature and Date**

**Print Name** – The printed name of the person who prepared the Repair Notification Form and whose name appears on the Station Questionnaire on file with CAP.

**Preparer's Signature** – The signature of the person who prepared the Repair Notification Form and whose name appears on the Station Questionnaire on file with CAP.

**Title** – Title of individual signing Repair Notification.

**Date** – The date the Repair Notification is prepared and submitted.

**Station Fax Number** – The Station's Fax number is automatically populated.

**CAP Total** – The total that CAP will be charged for the repair will automatically be calculated.

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**NOTE: The Repair Notification Form is designed to be used as a Microsoft Excel spreadsheet. The use of this form as a spreadsheet is highly recommended by CAP.**