PICK-UP AND DROP-OFF FORM

CONTACT INFORMATION:		
Name:	**Phone #:**	**Work #:**
Email:		**Date:**

BIKE INFORMATION:			
Lic. Plate #:	**Color:**	**Model:**	**Registered Owner:**

PICK-UP ADDRESS & KEY LOCATION:	***DROP OFF ADDRESS:***

DETAILS OF PROBLEM:	***PAYMENT INFORMATON:***		
	Circle one:	**$45** **$65** **$85** **PEM / HAM** **DEV / WAR** **ST. GEO / SOUTH / WEST**	
	Estimate fee:	**ACCIDENT EST. $150 (INCLUDES PICKUP/DROP/DUMP FEE) PAID IN ADVANCE OF ESTIMATE CREATION!**	
	Credit Card:		**Exp:**
	Total:		**Amount paid:**

STORAGE POLICY: Due to our limited space we must charge a fee of **$30 per** day for bikes not collected after two days of work being completed. Bikes left over **30 days** will be **sold** to defray costs. You will be given a courtesy call to allow arrangements to be made.

1. DEPOSIT: Jobs over **$500** require a **deposit of half** the estimated cost. If your cycle requires a deposit before work can commence, this must be paid with-in two days of receiving your estimate. Cycles must be removed from Cycle Care Ltd. property if no deposit has been made after two days. Cycles stored on Property after two days will be charged a storage fee of **$30 per day** or it will be removed off property to adjacent public parking bay at the customer's risk.
2. PICK-UP, REPAIR ESTIMATE & DELIVERY must be paid in advance for accidents / theft.

ACCIDENT DAMAGE CLAIMS: (ACCIDENT EST. FEE OF $150.00 INCLUDES PICK-UP/DROP-OFF/DUMP AND ESTIMATE CHARGES. REFUNDS OF PICK UP OR DROP OFF FEES MAY BE REFUNDED OR DEDUCTED FROM YOUR TOTAL INVOICE WHEN APPLICABLE

1. Accident damage estimate must be collected by customer within one (1) business day after completion.
2. After receiving the estimate, the customer has 2 business days to decide on how to proceed with the bike.
3. Within that 2 days, the customer has the following options:
   - 3.1 To pay the required deposit for repairs.
   - 3.2 Remove the bike from our premises.
   - 3.3 Pay drop off fee to Cycle Care Ltd for the delivery.
   - 3.4 Failure to do 3.1 to 3.3, bikes will be moved off of Cycle Care Ltd. property to adjacent parking bays.

WHILE CYCLE CARE LTD TAKES PRECAUTIONS TO ENSURE CUSTOMERS BIKES ARE LOCKED & SECURE IN OUR YARD. CYCLE CARE LTD CANNOT ACCEPT LIABLITY FOR LOSS OR DAMAGED CAUSED TO ANY BIKE WHILST PARKED ON OUR PROPERTY.

BIKES THAT ARE PICKED UP ARE PROCESSED AS A WALK IN CUSTOMER. APPOINTMENTS TAKE PRIORITY.

I HAVE READ AND UNDERSTAND CYCLE CARE LTD'S POLICIES AND LOCKED MY CYCLE.

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Signature