

# 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 card  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: \_\_\_/\_\_\_/\_\_\_

- Complete details overleaf
- Sign to authorise work

- Remove valuables & lock your car
- Enclose one complete set of keys

**ATTENTION CUSTOMERS**

**Before you seal this envelope**

## "No-Q" ENVELOPE

If you do not need to talk to one of our Service Personnel, you may use this envelope 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 envelope, please ensure that you have already booked your car in advance.

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.

**Spirit**  
*motor group*

Unit 48, Furze Road,  
Sandyford Business Park, Dublin 18.  
Tel: 01 489 3800  
Email: [service@spiritmotorgroup.ie](mailto:service@spiritmotorgroup.ie)

  
JAGUAR



## ATTENTION SERVICE PERSONNEL

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