



## Standard Operating Procedures “SOP’s”



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## “ESTIMATE CHECK-LIST” (Repair Process Form)

**Are You Capturing The \$\$\$  
Or Leaving It  
ON The TABLE ?**

Although the “Labor Tasks” listed on our forms may be compliant with “I-CAR” and/or “Factory Standards”, it is imperative that you fully understand and comply to any “Insurance Carrier” or “Fleet Vehicle” contract that you have committed to and agreed upon. Use this form as a guideline but do **NOT leave money on the table** that your contractors have agreed upon and are accountable for. **Also REMEMBER** Poor workmanship or a weak estimate could lead to a costly “Warranty Comeback”. Warranty Comebacks eat up your bottom line Profit Margin (This lost profit is what was supposed to make you successful and profitable)

### Used Quarter & Bed Side Panels

<u>Labor</u>	<u>+ Materials</u>
R&I attached related components	
Clean cut and trim	
Fabricate insert	
Repair back or underside	
Drill or fill holes	
R&I attached related components	
Interior trim	Fasteners/clips
Glass (urethane)	Bond kit/mldgs
Weatherstrips	Replace
R&I Bed	
Protect for weld damage	
Remove anti corrosion materials	
Transfer items	
Clean & retape mldgs	
Adjacent panel damage	
Rocker	Paint
Rear body	Paint
Upper body panel	Paint
Roof	Paint
Floor	Paint
Package tray	Paint
R&I Suspension	
Align wheels	

### Used Door

<u>Labor</u>	<u>+ Materials</u>
Disassemble & Reassemble	
R&I attached related components	
Door glass	
Weatherstrip	
Hinges	
Clean & retape mldgs	
Locks	
Wiring	Clips/Fasteners
Drill or fill holes	
Recode lock	

### Used Rear Clip

<u>Labor</u>	<u>+ Materials</u>
R&I related attached components	
Cut, trim and fit	Clips/Fasteners
Drain & refill	
Bleed brakes	Fluid
Additional accessories	
Additional surface prep	Materials

### Front Section Used - Always check parts for match and damages

<u>Labor</u>	<u>+ Materials</u>
R&I attached related components	
Disassemble and reassemble	
Fenders	Fasteners/Clips
Hood	
Hood hinges	
Inner shields	
Cowl vent grille	
Transfer components	
Clean, cut and trim	
Fabricate insert	
Drill or fill holes	
Repair backside imperfections	
Protect for weld damage	
Remove anti corrosion materials	
R&I Mechanical components	
Radiator	Coolant
Pressure test	
Check and fill	P/S Fluid
A/C Recharge	Freon
Check and fill	Transmission fluid
Bleed brakes	Brake fluid
R&I Motor	
Linkage adjusts	
R&I Mounts, check mounts	Fasteners
R&I Subframe	Fasteners
R&I Electrical components	
Analysis time	Repair kit
Front glass	Bond kit/mldgs/sublet
Attached components	Fasteners
Transfer items	Fasteners
Clean & retape mldgs	
Plug and fill holes	
Featherfill and block	Additional paint prep
Edging for paint*	
Aim headlamps	Adjusters and springs
*See corrosion protection guide	

### Corrosion Protection

Remove corrosion protection materials		
Cavity Wax	Undercoating	Foam Fillers
Seam sealer	Caulking	Retexture
Weld thru primer	Gravel guard	Sound pad
Tar & grease removal	Splatter finish	Hazardous Waste



# Typical “Labor Procedures” **Not** Included In Estimating Program

## Outer Panels - Welded, Bonded, Bolted

Fenders, Hoods, Deck lids, Door skins, Roof, 1/4's

### Labor

### + Materials

R&I attached related components  
Access time  
Free up frozen or rusted parts  
Body pulls  
    Repair clamp damage  
Repair backside imperfections  
Fit, modify part  
Realign part  
Protect for weld damage  
Plug and fill holes  
R&I related parts  
    Bumper  
    Header panel  
    Skirt or liner  
    Antenna  
    Rocker mldg  
Additional labor items  
    Fit or modify  
    Hardware & mldgs  
    Fabricate insert\*  
    Drill or cut holes  
    Stripes, decals, overlays  
    Aim lamps  
    Protect for weld damage  
    Repair back or underside of panel  
    Refinish back or underside  
Body Repair Materials

Clips fasteners

Adhesive kit  
Weld bond adhesive  
Plastic repair kit  
Applicator tips  
Butyl tape  
Sound dead pad  
Panel adhesive  
Splatter finish  
Paint

## Inner Panels - Structural

Frame rails, rockers, ABC pillars, core support

### Labor

### + Materials

R&I attached related components  
Pre pulls  
Pull for access  
Set up  
Measure and identify  
Repair after pulls  
Repair clamp damages  
Repair backside imperfections  
Protect for weld damage  
Frame replace  
    Overhaul related assemblies  
    R&I welded or riveted parts  
    Fabricate inserts\*  
Optional accessories  
    Auxiliary tank  
    Drain & fill  
    Lamps  
    Brush guards  
    Trailer hitch  
    Trailer connector  
\*See corrosion protection steps

Paint/Undercoat

Weld materials

Fasteners/Clips

## “Write” it “Right”

### LABOR PERFORMED & NOT BILLED

This Form reflects the Typical “Labor Items Performed”, During a Repair, but are often Not Billed by the Estimator. Some of these labor items are hidden in the Estimating Programs “P-Pages”.

**Call About All Our “Repair Process Forms”**

## Estimate Notes

**Proceed to  
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# **DOWNLOAD Your FREE! Repair Process Form NOW**

**Open in .PDF (format) then print on BOTH Sides**

**ABOUT YOUR FORM:** Your **FREE! Download** form captures many of the typical labor tasks missed when installing "USED PARTS". To capture Additional Labor Tasks, that relate to potential \$\$\$, please review our "Estimate - CHECK-LIST" displayed in the "BODY SHOP - Repair Process Forms".

All our process forms have been designed to "Blue Print" your Repair Process and implement "Standard Operating Procedures" (SOP's) within the workplace. Most of All, our focus is on "Profitability" and "Reduced Repair Cycle Times" while Minimizing "Warranty Comebacks".

## **To View More of Our . . . Repair Process Forms**



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