AUTO BODY / 01

DOCUMENT VEHICLE, INCIDENT, AND VISIBLE AREAS

Record facts and observations. Do not use this page to diagnose damage or decide whether the vehicle is safe to drive.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Vehicle year, make, model, trim, color, mileage range, and minimum identifier needed for the conversation

Incident date, location type, sequence in my own words, occupants, and other non-sensitive context

Visible exterior areas of concern, marks, gaps, broken items, or changes observed without diagnosis

Visible interior, underbody, wheel, glass, lighting, or other areas of concern without diagnosis

Warning messages, sounds, odors, leaks, handling changes, or other observations to report to a qualified provider

Photos, video, prior repair records, owner manual, recall lookup, or other information available

Preparation only. Not an inspection, diagnosis, repair or replacement decision, parts or paint selection, structural or roadworthiness assessment, insurance interpretation, recall remedy, or legal guide.

AUTO BODY / 02

ORGANIZE ACCESS, ESTIMATE, AND AUTHORIZATION

Plan logistics and approvals while keeping sensitive vehicle, claim, and payment details private.

Vehicle location, access windows, keys, towing or transport contact, parking, and secure handoff needs

Owner, driver, payor, insurer, fleet, rental, lienholder, or other coordination contacts and boundaries

Estimate, photo estimate, prior quote, claim, deductible, authorization, or payment questions to discuss privately

Initial inspection, measurement, disassembly, diagnostic, scan, calibration-review, or specialist questions

Who may authorize work, contact method, written approval threshold, response timing, and escalation contact

Target timing, transportation needs, storage questions, pickup or delivery, accessibility, and communication preferences

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AUTO BODY / 03

MAP REPAIR SCOPE, FINDINGS, AND HANDOFF

Tick items to discuss. The provider must inspect the vehicle and propose appropriate work.

- [ ] Vehicle and incident facts are shared without unnecessary identifiers
- [ ] Visible areas and observations are recorded without diagnosis
- [ ] Access, transport, contacts, and communication are clear
- [ ] Initial estimate assumptions and exclusions will be written
- [ ] Hidden or additional findings will be documented
- [ ] Change and authorization steps will be agreed before added work
- [ ] Parts, finish, scans, calibrations, and outside work will be described
- [ ] Completion records, review, warranty terms, and handoff will be defined

Initial estimate assumptions, inspection or disassembly steps, unknowns, and additional-finding process proposed

Parts, repair or replacement, finish, blend, scan, calibration, outside-work, and documentation scope proposed

Owner, shop, insurer or payor, supplier, specialist, tow provider, and pickup responsibilities

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AUTO BODY / 04

QUESTIONS FOR THE AUTO-BODY PROVIDER

Record the answer and the estimate, repair plan, schedule, record, or written term that supports it.

Review: how will you assess the vehicle, incident facts, visible areas, records, access, and unknowns?

Estimate: what is included, assumed, excluded, or provisional, and what may change after inspection or disassembly?

Scope: how will parts, repair or replacement, finish, blend, scans, calibrations, and outside work be described?

Changes: how are additional findings, substitutions, schedule effects, price changes, and approvals handled?

Handoff: what completion records, review, warranty terms, owner instructions, and pickup or delivery steps apply?

Terms: who performs the work, and how do timing, storage, payment, coordination, disputes, and concerns work?

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AUTO BODY / 05

COMPARE THE SAME AUTO-BODY REPAIR SCOPE

Use A and B in every box. Clarify different assumptions, findings, parts descriptions, or responsibilities first.

Provider A / B / conversation dates / vehicle, incident, visible areas, records, access, and contacts reviewed

Inspection, estimate assumptions, proposed areas, parts, finish, scans, calibrations, outside work, and exclusions - A / B

Additional findings, authorizations, responsibilities, timing, storage, records, warranty, and handoff - A / B

Complete price structure, changes, payment, written terms, coordination, issue resolution, and fit - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start an Auto Body & Collision request if you choose; this step is optional. Share non-sensitive vehicle, incident, visible-condition, access, and scope facts so participating pros can compete with proposals. Compare assumptions, proposed work, authorization, responsibilities, timing, complete price structure, records, written terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. Inspection or disassembly may reveal additional damage before a final repair proposal.

Planning guide: https://www.pickyourpro.ai/services/auto-body

FTC: Auto Repair Basics (official reference)

NHTSA: Check for Recalls (official reference)

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