



## PRE-DROP OFF CHECKLIST

- Please provide us with your full contact info: phone numbers, email address and mailing address.
- Please furnish us with your insurance agency's name, phone number and contact person.
- Please give us a copy of all insurance paperwork you've received.
- Please Do Not deposit your insurance check. Depositing the insurance check could cause a delay in the delivery of your completed vehicle as your bank will require the check to clear before you're able to draw funds against it. King Collision requires payment in full at the time of vehicle delivery. Insurance checks may be endorsed to King Collision.
- Please fill out the rental car [reservation form here](#). Your rental car will be delivered to King Collision at the time you request, and you can leave it at the shop after your vehicle is repaired.
- Please remove all of your belongings from your vehicle. Our technicians will need to access all areas of your vehicle as it gets disassembled, repaired, painted and reassembled. We cannot be held responsible for any personal items left in your vehicle.
- Please leave your key pads with your keys.
- Please deactivate your alarm. Since it may be necessary to disconnect your car battery during repairs, your alarm system may need to be reactivated by the alarm installer if it is not first deactivated. King Collision cannot be responsible for deactivating or reactivating alarms due to the many types and models.
- Please leave wheel lug or wheel cover lock key sets. We frequently need to remove wheels to gain access to items such as fender bolts and will need your key to perform such functions.
- Please review our [Payment Policy](#). All repairs must be paid in full at the time of vehicle delivery. Thank you.
- Please call or email us with any questions or concerns prior to dropping off your vehicle for repair.

### **Plymouth**

**48 Holman Road, Plymouth, MA 02360**

**Phone: (508) 747-2005**

### **Pembroke**

**38 Schoosett Street Rte 139, Pembroke, MA 02359**

**Phone: (781) 826-7575**