

## INSTRUCTIONS FOR USING FIXTURE RENTAL PROGRAM

1. When ordering fixture sets fill out the request form as much as possible, providing Advanced with RO#, model, production date, VIN number, body code of the vehicle and damaged area.
2. Use the fixture guide to find fixture number. If the fixture set number is not found, leave it blank for Advanced to fill out. Make sure complimentary sets are ordered as well if needed.
3. Fax fixture form to Advanced Automotive Equipment. Our fax number is on the Fixture Request Form.
4. The fixture form has to be fax before 2:00pm for the sets to be shipped on the same day. We do not guarantee that we will be able to ship those requests submitted after 2:00pm.
5. Call to make sure the fixture request form was received.
6. When fixtures arrive, please note on the **Delivery Receipt** any visual damage and/or any potential lost parts that may required further inspection. Advanced will seal any container with a special orange colored zip ties. Please confirm that the correct fixtures were delivered and they are in working order. Please contact Advanced **Immediately** if the shipment comes in damaged, so that the proper actions can be taken in a timely manner.
7. If there is a delay in the repair process, please notify Advanced Automotive Equipment by telephone or email as quickly as possible so we can note it in our system. Usage beyond the maximum amount of days

agreed in the Rental Policy will result in overage charges at \$50.00 per day (plus tax where applies).

8. When finished please inspect fixtures, making sure all of them are clean and in the box ready to return to Advanced Automotive Equipment.

9. Please double check the set to make sure that the set up sheets are in the box, then secure the lid with the zip ties provided and tape the shipping labels on to the box.

10. Call Advanced Automotive Equipment for a freight company pick up, or return fixtures personally.