

# ***NORTH DAKOTA STATE COLLEGE OF SCIENCE***

800 6<sup>th</sup> ST. N.

WAHPETON, ND 58076-0002

## ***RECREATIONAL ENGINES TECHNOLOGY*** **REQUEST FOR REPAIR WORK**

DATE \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ CELL ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

EXPLAIN REPAIRS NEEDED \_\_\_\_\_

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CUSTOMER WILL BE NOTIFIED IF REPAIR COST EXCEED \$ \_\_\_\_\_

### **GENERAL POLICIES**

1. Instructors select lab projects for their instructional value. Projects may not be selected on a first come first serve basis. Instructors have the privilege to reject work requests if instructional needs are not met.
2. The mission of Recreational Engines Program is to train service technicians. Therefore, no rush jobs will be allowed.
3. No parts are to be furnished by the customer unless approved by the instructor.
4. NDSCS will not warranty repairs when required parts are not replaced at the owners request.
5. Projects will remain in the lab until all repairs are completed and approved by the instructor.
6. NDSCS does not extend credit for any repairs. All costs must be paid before delivery.

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7. Customers must pick up completed projects within 5 days after being notified. Arrangements must be made or a storage charge will be added to the total bill.
8. Projects must be delivered and picked up during normal lab hours. Hours will vary from semester to semester.
9. NDSCS is not responsible for fire or theft.
10. Major repairs may require a deposit before work continues.
11. Workmanship and replacement parts have a 30 day warranty. In case of a failure, units will be brought back to NDSCS at the owners expense.
12. Warranties are only on those components of the vehicle that have been worked on.
13. Individuals with complaints should first contact the Recreational Engines Department. If the problem is not resolved, the individual should contact the Department Chair-person.
14. No warranty offered on dirt bikes, high performance or modified vehicles.
15. Customers will be billed 25% of the actual flat rate labor charges. All parts will be billed at retail prices.
16. Freight and phone expenses will be added to the repair bill when applicable.

**I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE POLICY  
OF THE NORTH DAKOTA STATE COLLEGE OF SCIENCE REGARDING  
PRODUCTION REPAIR WORK.**

Customer Signature \_\_\_\_\_

Thank You For Helping Students Learn By Doing