

# RECYCLED PARTS REQUEST FORM

For your convenience, these forms were developed to improve communication between collision repair facilities and recyclers. Use the following forms to identify the recycled parts and sections needed.

## DIRECTIONS:


1. Use this document as a master and copy pages as needed.
2. Fill out the upper portion of the form with all available information.
3. Use the diagrams to circle the exact section required. Use lines to mark the location of cuts on the side, top, and underbody views.
4. Use the space provided to include any addition information or sectioning specifications.

## EXAMPLE:


Recycled Parts Request: 4-DOOR UNIBODY FORM

Date: <u>5/14/07</u>	From: <u>ABC Auto Body</u>
To: <u>Smith Recyclers</u>	Contact Person: <u>John Doe</u>
Contact Person: <u>Joe Smith</u>	Contact Person: <u>John Doe</u>
Phone #: <u>(1 23) 456-7890</u>	Fax #: <u>(345) 678-9012</u>
Year: <u>2001</u>	Make: <u>Toyota</u>
Model: <u>Corolla</u>	VIN #: <u>1A2B034D567890123</u>
P.O. #: <u>GH-123</u>	Build Date: <u>5/30/07</u>

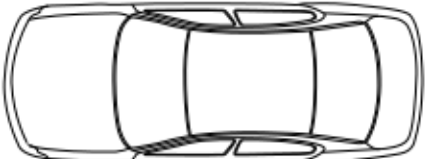
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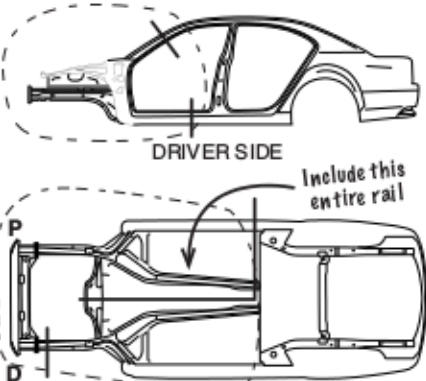
PASSENGER SIDE



DRIVER SIDE

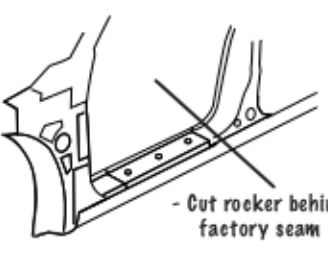


TOP VIEW



UNDERBODY VIEW

Please use the area below for a detail of cut instructions:



- Cut rocker behind factory seam

Notes:

- Cut pillar 2" above center

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**\$100 NON-REFUNDABLE CUT FEE ON RETURNS**