

San Diego Mini Cooper Independent Garage

SERVICE

ATTACHMENT

2

(358) 453 - 4444

8360 MCAMAR PL, SUITE A1, SAN DIEGO, CA, 92121

BAR#:
EPA#:

NAME (Mr., Mrs., Ms., etc.)			DATE		
ADDRESS			APT.#		CITY
STATE	ZIP CODE		PHONE		
EMAIL		MAKE		MODEL	
LICENSE PLATE		COLOR	MILEAGE		YEAR
VIN NUMBER				INSPECTED BY	

This checklist is personalized for SD Mini customers and is recommended every 3 YEARS or 30,000 MILES (★ whichever comes first). All services will be performed according to SD Mini standards and procedures. No Exceptions To The Policy. Some checklist items may not apply to certain makes or models. Some services may require an additional cost.

DIAGNOSTICS AND ELECTRONICS

- PERFORM:** Full vehicle diagnostic scan (stored, pending & history codes) ☐
- INSPECT:** Warning lights (engine, ABS, airbag, traction control, etc.) ☐
- RESET:** Service reminder / maintenance interval lights ☐
- RESET:** Vehicle adaptations (if applicable) ☐
- TEST:** Battery condition REPLACE CHARGE GOOD
Battery Terminals: ☐ Pass ☐ Fail Battery Cables: ☐ Pass ☐ Fail
- INSPECT:** Battery registration status (if applicable) ☐
- INSPECT:** Instrument cluster & gauge operation ☐

ENGINE & INTAKE SYSTEM

- REMOVE & REPLACE:** Engine oil (certified / factory-spec) & oil filter, replace drain plug & washer ☐
- REMOVE & REPLACE:** Engine air filter elements & clean air filter box, containers & tubing ☐
- REMOVE & REPLACE:** Cabin / charcoal pollen filters & clean air ducts ☐
- PERFORM:** Throttle body cleaning ☐
- PERFORM:** Engine intake / intake valve cleaning ☐
- INSPECT:** Engine mounts ☐
- INSPECT:** Vacuum lines, intake hoses & boost hoses ☐
- INSPECT:** Crankcase ventilation / PCV system ☐

IGNITION & FUEL SYSTEM

- REMOVE & REPLACE:** Spark plugs ☐
- INSPECT:** Ignition coils & wiring ☐
- PERFORM:** Fuel injection system cleaning ☐
- INSPECT:** Fuel lines & visible fuel system components ☐

DRIVE BELTS

- REMOVE & REPLACE:** Engine drive belts / accessory belts ☐
- INSPECT:** Belt tensioners & idler pulleys ☐

SD Mini

COOLING SYSTEM

22. **PERFORM:** Cooling system service (drain coolant, flush radiator, drain & refill entire system with factory-recommended coolant, free of contaminants) _____ ☐
23. **INSPECT:** Radiator & coolant hoses _____ ☐
24. **INSPECT:** Expansion tank _____ ☐
25. **INSPECT:** Coolant flanges & fittings _____ ☐
26. **INSPECT:** Thermostat operation _____ ☐
27. **INSPECT:** Electric water pump operation (if equipped) _____ ☐

TRANSMISSION & DRIVELINE

28. **REMOVE & REPLACE:** Transmission service – fluid, filter & gasket (automatic or manual, as applicable) _____ ☐
29. **INSPECT:** Transmission mounts _____ ☐
30. **INSPECT:** Differential(s) / transfer case (if equipped) _____ ☐
31. **INSPECT:** Axles, driveshaft, CV joints & boots _____ ☐
32. **INSPECT:** Driveshaft center support bearing _____ ☐
33. **INSPECT:** Driveline leaks, vibration or abnormal noise _____ ☐

BRAKE SYSTEM

34. **REMOVE & REPLACE:** Brake fluid (factory specification) _____ ☐
35. **INSPECT:** Brake pads, rotors & sensors _____ ☐
- ☐ Pass ☐ Fail Note: _____
- BRAKE NOTE:** If the brake light sensors goes on, rotors, pad and sensors must be changed at the same time. Rotors **will not be** machined under any circumstances.)
36. **INSPECT:** Brake hoses _____ ☐
37. **INSPECT:** Brake calipers & slide pin operation _____ ☐
38. **INSPECT:** Parking brake operation (manual or electronic) _____ ☐

SUSPENSION & STEERING

39. **INSPECT:** Suspension components (control arms, sway bar & struts / shocks) _____ ☐
40. **INSPECT:** Ball joints _____ ☐
41. **INSPECT:** Inner & outer tie rods _____ ☐
42. **INSPECT:** Steering rack for leaks or excessive play _____ ☐

TIRES & WHEELS

43. **PERFORM:** Balance & rotate all tires (if applicable) _____ ☐
44. **PERFORM:** 4-wheel computerized alignment (factory specification / custom wheel adjustments) _____ ☐
45. **INSPECT:** Tire tread depth & condition _____ ☐
46. **INSPECT:** Wheels / rims for cracks, damage or scuffing _____ ☐
47. **CHECK:** Tire pressures & torque _____ ☐
48. **INSPECT:** Spare tire condition & adjust pressure (if equipped) _____ ☐
49. **TIRE CONDITIONS EXCEEDS:** FRONT 2/32" ☐ YES ☐ NO REAR 2/32" ☐ YES ☐ NO Tire Torque _____ lb | Tire PSI Front _____ Rear _____

HVAC SYSTEM

50. **INSPECT:** Air conditioning operation ☐
51. **INSPECT:** Heating system operation ☐
52. **INSPECT:** Cabin airflow & vent operation _____ ☐

EXHAUST & EMISSIONS

53. **INSPECT:** Exhaust system for leaks or damage _____ ☐
54. **INSPECT:** Exhaust flex sections & heat shields _____ ☐
55. **INSPECT:** Turbocharger / supercharger (if equipped) _____ ☐
56. **INSPECT:** EVAP system components (visual) _____ ☐

EXTERIOR, INTERIOR & SAFETY

57. **INSPECT:** All exterior & interior lighting _____ ☐
NOTE: Specialty bulbs (Xenon / HID / LED) replaced at additional cost
58. **INSPECT:** Power windows, locks, mirrors, security system & key function _____ ☐
59. **INSPECT:** Seat belts, airbags & safety components _____ ☐
60. **INSPECT:** Windshield, door glass & washer system _____ ☐
61. **PERFORM:** Clean, adjust & test windshield washer nozzles _____ ☐
62. **REMOVE & REPLACE:** Front & rear wiper blades (if applicable) _____ ☐
63. **CLEAN & LUBE:** Door hinges, trunk latches & hood hinges _____ ☐
64. **CLEAN & LUBE:** Sunroof tracks / convertible top (if equipped) _____ ☐
65. **INSPECT:** Body & interior for loose, missing or damaged components _____ ☐
66. **INSPECT:** Horn operation _____ ☐

POWER STEERING

67. **PERFORM:** Power steering fluid service (flush out contaminants & refill fluid - If Electric Inspect) _____ ☐

HEADLIGHTS

68. **RECONDITION:** Headlights (wet sand, buff & clear, oxidation removal & clear application) _____ ☐

DETAILING (IF APPLICABLE)

69. **STEAM CLEAN:** Engine _____ ☐
70. ****DETAIL:** Exterior wash, clay, buff & polish _____ ☐
71. ****CLEAN & TREAT:** Interior surfaces, leather & vinyl with UV protection _____ ☐
72. ****SHAMPOO:** Carpets & clean headliner _____ ☐
73. ****CLEAN:** All windows including sunroof glass _____ ☐
74. ****POLISH:** Wheels & tires, apply exterior vinyl dressing _____ ☐

FINAL CHECKS

75. **TOP OFF:** All fluid levels as necessary _____ ☐
76. **ROAD TEST:** Vehicle operated approximately 2-5 miles _____ ☐
77. **Loaner Car:** Customer will be provided with a rental car at \$50 maximum for 24 hours only _____ ☐

Parts Removed: All parts removed from customer's vehicle will be returned to the customer upon completion for job. Customer has the option of disposing or retaining old parts. Fluids will not be saved or returned due to the hazardous waster laws of the county. If there are any core deposit charges and customer decides to keep core, customer will be responsible for the cost of the core.

NOTE: * = IF APPLICABLE ** = AS NEEDED

****70, 71, 72, 73, 74:** Not included in service. These can be done at additional cost.

FOR OFFICE USE ONLY

PARTS LIST FOR FULL SERVICE

★	#	PART NUMBER / DESCRIPTION	QTY	PRICE
	1	Differential Fluid		
	2	Fuel Filter		
	3	Coolant : Antifreeze		
	4	F1 Hydraulic Fluid		
	5	Ignition Coils		
	6	Drive Belts		
	7	Spark Plugs "High Power"		
	8	Ignition Wire Set		
	9	Wiper Blade Set (Front)		
	10	Wiper Blade Set (Rear)*		
	11	Engine Oil (Only Factory Recommended Spec)		
	12	Engine Oil Filter Kit + Oil Drain Plug		
	13	Thermostat		
	14	Catalytic Converter and O2 Sensor Cleaner Additive		
	15	Light bulbs		
	16	Auto Transmission Fluid* ** A/T Filter A/T Pan Gasket		
	or	Manual Transmission Fluid* **		
	17	Fuel Injection System Cleaner		
	18	Intake Valve Cleaner		
	19	A/C Refrigerant		
	20	A/C System Lubricant Additive		
	21	Power Steering Fluid**		
	22	Brake Fluid		
	23	Washer Fluid Concentrate - Windshield/Headlight**		
	24	Air Filters		
	25	Cabin Air Filters		
	26	Throttle Body Cleaner		
			LABOR TOTAL	PARTS TOTAL
FULL SERVICE (3 years or 30,000 miles whichever comes first)				

[illegible]

NOTE

SERVICE AND REPAIR AUTHORIZATION

I, the owner, hereby authorize SD Mini, to perform the above repairs and supply the necessary parts or materials. I understand any cost quoted is an estimate only. SD Mini employees may operate my vehicle for inspection, testing, or delivery at my own risk. SD Mini will not be responsible for loss or damage to said vehicle or articles left in it. SD Mini will not be held responsible in the delay of shipping of parts and understand some jobs must be sublet. I agree to pay a reasonable storage fee on vehicles left more than 24 hours, after notification of completed repairs and understand that payment is due in full before said vehicle is released back to the owner.

I AGREE THAT THE VEHICLE MAY BE SOLD AS PROVIDED BY LAW.

In the event a lawyer is retained to foreclose on this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

NOTE: Only work honored is what is stated on this invoice. No coupons or verbal agreements are honored, unless listed below.

X

Customer Signature

Date _____

NO PERSONAL CHECKS	TOTAL LABOR	
	SUBTOTAL PARTS	
WARRANTY POLICY	TOXIC WASTE CHARGE	
30 DAY OR 1,000 MILES PARTS & LABOR “Whichever comes first policy” All guarantees are only taken care of on these premises. We are not responsible for towing or incidental expenses.	SUBLET REPAIRS	
	TOW FEE	
	STORAGE FEE	
	SALES TAX	
	NO EXCEPTIONS UNDER ANY CIRCUMSTANCES	TOTAL