



# JOB ORDER SHEET

CUSTOMER INFO

From: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Your Contact at Zipper's: \_\_\_\_\_

SHIPPING/PAYMENT

Return Shipping Method:  U.P.S.  Ground  3-Day  2-Day  Overnight  Other: \_\_\_\_\_  
 Payment Method:  C.O.D.  Credit Card  Visa  MasterCard  Discover  
 Billing Name & Address on card: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_

BIKE/ENGINE INFO

Year: \_\_\_\_\_ Model: \_\_\_\_\_ Usage:  Cruising  Touring  Sport  Racing  
 Engine Size: \_\_\_\_\_ Bore/Stroke: \_\_\_\_\_ x \_\_\_\_\_ Cam: \_\_\_\_\_ Cranking Compression: \_\_\_\_\_  
 Exhaust System: \_\_\_\_\_ Ignition System: \_\_\_\_\_ Carburetor: \_\_\_\_\_ Compression Ratio: \_\_\_\_\_  
 Other Modifications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Parts Enclosed (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 Work To Be Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE NOTE:**

- Providing us with this sheet fully filled out will help us give you the best service possible. Even if you have had detailed conversations with our Tech department concerning your job, the fact that we talk to hundreds of people over a week's time means that we may not fully recall your specific job. Not providing us with this vital information will cause your job to sit on a shelf until you can be contacted.
- We assume components being sent for modification are in working, serviceable condition. Previously modified components may require additional labor at additional cost, or in some cases may not qualify for a Zippers-engineered service or kit. If there is any question concerning your parts and this policy please call before shipping your parts.
- To protect the integrity of the work we perform and the price structure of our kits, we cannot use parts that we do not, or did not, supply in any machine shop job we perform. Unless you have Zippers products or parts that were previously purchased from Zippers, do not send parts with your job to Zippers.
- Most components require some important cleaning &/or preparation steps before work can be performed. Because improper cleaning methods can actually do more harm than good, we suggest you allow us to properly prepare your parts for modification. Extreme care is taken during our preparation process to preserve finishes. Additional charges do apply for these services. Engine & transmission components should be washed free of oil & wrapped in heavy newspaper before being put in protective cartons. Strip down components whenever possible. Fully assembled components such as heads sent for dual plugging can not be re-assembled without a valve job & its related cost.
- A standard charge of \$3.50 is billed to each work order to cover shop costs for chemical disposal and other materials used during the processing of a job.
- Package your parts carefully. Use plenty of newspaper for padding parts & cardboard to separate them. Heads & cylinders should be wrapped individually in whole sections of newspaper, placed in individual boxes, then packaged together in a larger box with at least 2" of padding around them. Insure the boxes for replacement value.