AutoHound

After-hours vehicle release

Complete with the repair order before and after pickup.

Repair order / vehicle

Advisor

Authorized recipient

Agreed pickup time

Before the office closes

- ☐ Confirm completed QC, customer instructions and final photos.
- ☐ Check the balance, payment record and receipt.
- ☐ Record why the recipient is absent. Verify the signed release is on the RO.

At the handoff

- ☐ Confirm arrangements directly with the authorized recipient.
- ☐ Use the shop's secure key procedure. Keep access codes off this sheet.
- ☐ Record actual pickup or assign the next confirmation call.

Final photos / release reference

Receipt / remaining action

Pickup confirmed by / actual time

If unconfirmed: next contact / due time

Advisor sign-off / date