

Mariner High School Live Work & Shop Account Procedures

The purpose of live work at Mariner High School is to provide a learning opportunity for students, not to provide discounted repair costs for customers.

This document outlines specific procedures for maintaining your live work shop account. Please note that this account is for live work only. You MUST maintain a positive balance within the account. It is the responsibility of the instructor to keep tabs on the account balance, however the bookkeeper will notify you if she sees a problem developing.

Customer Work Order Requirements

Step 1} Instructor determines if the live work requested by the customer is a good fit for the current portion of the curriculum being taught.

Step 2} Instructor initiates a work order that must be signed by the customer before any work can take place. Work order forms are pre-numbered and available with the bookkeeper. (Work order is maintained at the school, it is not provided to the customer, until after the final bill is paid.)

Step 3} Work is completed by students.

Step 4} Instructor completes work order form and provides customer with the total amount due, including parts, shop fee and sales tax.

Step 5} Customer pays.

Step 6} Instructor completes "A Report of Monies Collected" for all cash received as payment for shop work, and remits to the school bookkeeper the same day that the money is received (cash, check, or credit card).

Customer Work Order Requirements

- Work Orders need to be completely filled out, including Program Name.
- Vehicle owner's name, address, and phone number.
- Owner must sign the Condition Statement on the work order.
- Details of vehicle including VIN, mileage, year, and tag if applicable.
- Every project will include a Shop Fee that is calculated as follows:
 - Parts/materials will be billed at cost
 - 10% of parts/materials will be added to cover miscellaneous expenses and waste disposal
 - 6% Sales Tax will be added to bill (Parts + 10% shop fee + 6% tax = total)
- Donations are appreciated

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- Use your work orders in numerical order. (Assign to jobs in order but turn in as work is completed, and money is collected).
- The customer is responsible for insurance on the vehicle or item being repaired.

It is the instructor's responsibility to ensure the customer understands that there is no guarantee on any work performed or on parts installed. The purpose of live work at Mariner High School is to provide a learning opportunity for students, not to provide discounted repair costs for customers.

Student Work Order Requirements

Students who are enrolled in programs with shop accounts may have their personal vehicles and equipment worked on under the following conditions:

- The instructor has determined that the work to be done is part of the program curriculum.
- All work performed on student owned vehicles and equipment requires a completed Student Work Order Form, completed in the same manner as the Customer Work Order.
- The Student Work Order must be prominently displayed on the vehicle.
- Students must pay for or provide any parts needed before any work is completed.
- 6% Sales Tax must be included on the work order, if parts are purchased through the school.
- Student work orders pertain ONLY to students enrolled in the specific shop program. Mariner High School students from other programs are treated as a regular customer. Use the same customer work order procedures noted above.

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Receipts/Money

- Cash payments must be turned in to the cashier the same day received.
- A "Report of Monies Collected" form must be turned in with all cash payments.
- Customer's name and work order# must be on the "Report of Monies Collected".

Amounts and types of work to be done will be determined by the instructor and in accordance with its instructional value.