

# Key Drop/ Night Drop Envelopes

## 7219-10K

**AFTER HOURS KEY DROP ENVELOPE**

1 - Please write your service instructions on this envelope.  
 2 - Lock your car, place keys in this envelope and seal.  
 3 - Sign at bottom and drop envelope in our mail slot.

**THANK YOU**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 ZIP CODE \_\_\_\_\_ MILEAGE \_\_\_\_\_  
 BUS PH. \_\_\_\_\_ HM PH. \_\_\_\_\_ CELL PH. \_\_\_\_\_  
 YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 LICENSE NO. \_\_\_\_\_ COLOR \_\_\_\_\_

\* Please Include Insurance Estimate If You Have One.

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you want old parts? Yes  No

NOT RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN VEHICLE. I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate the above the vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

**Power of Attorney**  
 I appoint this DEALERSHIP as my attorney in fact, to accept and endorse on my behalf any and all checks, drafts, or bills of exchange, relating to the repair of the aforementioned vehicle for the repairs to the DEALERSHIP account, as credit on my account for the repairs on my vehicle.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR YOUR CONVENIENCE YOU MUST SIGN**

**TRUE AUTOMOTIVE**  
 123 HIGHWAY  
 CITY, ST 12345  
 555-123-4567

**AFTER HOURS SERVICE**

**TO OUR AFTER-HOURS CUSTOMERS**

- WRITE YOUR ORDER ON THIS ENVELOPE
- LEAVE YOUR VEHICLE ON OUR LOT LOCKED
- PLACE YOUR KEYS IN THIS ENVELOPE
- PLACE ENVELOPE IN AFTER HOURS SLOTSBOX

Name \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Mileage \_\_\_\_\_ Home Ph. \_\_\_\_\_  
 Bus. Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 Year \_\_\_\_\_ Make & Model \_\_\_\_\_ Color \_\_\_\_\_  
 VIN \_\_\_\_\_  
 When would you like your vehicle to be ready? \_\_\_\_\_ AM PM

**USE THIS HANDY CHECK LIST**

<input type="checkbox"/> Lubrication	<input type="checkbox"/> Change Oil and Filter
<input type="checkbox"/> Front End Alignment	<input type="checkbox"/> Change Transmission Fluid
<input type="checkbox"/> Balance Wheels <input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> Check AC/Heating Systems
<input type="checkbox"/> Respark Front Wheel Bearings	<input type="checkbox"/> Check Exhaust System
<input type="checkbox"/> Flush Radiator - Add Anti Freeze	<input type="checkbox"/> Check Steering and Shocks
<input type="checkbox"/> Engine Tune Up	<input type="checkbox"/> Mile Service

Other Service Desired / Description of Problem \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TERMS CASH - UNLESS ARRANGEMENTS MADE**  
 I hereby authorize the repair work hereinafter set forth to be done along with the necessary material and agree you are not responsible for loss or damage to vehicles or articles left in vehicle in case of fire, theft or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MADE IN THE U.S.A.

**Product Description**

This compact envelope is another great option to provide after hours service. Ideal for dealerships that require a narrow envelope!

**Product Specifications**

- 4-1/8" x 9-1/2"
- Must have 1/4" margins
- 24# Kraft, open end envelope
- 1, 2 or 4 color printing available.
- Second side imprint at Additional Charge
- Quantities: Minimum 500 / Incremental 500

**Additional Information**

**Non-Standard Ink Colors:** Any (Additional Charge- Applies to 1 color imprint only)

**Typeset Charge:** May apply

**Proof Charge:** Up to 3 Free

**Plate Charge:** No

**Second Side/Flap print:** Yes (Additional Charge)

**Screens: & Gradients:** Yes

**PMS Match:** N/A


**Bleed:** N/A

**Turn Time:** 1-2 weeks





**Art Requirements**

- High resolution (300dpi) or fully editable vector artwork is required.
- Preferred file formats are InDesign (.indd), Illustrator (.ai or .eps), or Photoshop (.psd).
- If unavailable, artwork can be recreated if one of the following is provided:
  1. Photo/scan of existing artwork
  2. Description of copy and desired layout.

**Standard Stock Colors**

 Kraft-24#

**Standard Ink Colors**

 <b>Black</b>	 <b>Reflex Blue</b>
 <b>Red (PMS 032)</b>	 <b>Green (PMS 349)</b>

**Production Notes (For Internal Use)**

**Production: 010**

- InDesign file created using pre-set templates.
- Convert imprint to black prior to production.

**Production: 025**

- InDesign file created using pre-set templates.

**Production: 190**

- Large quantity (5,000-20,000) fulfillment.
- PDF exported with all fonts outlined.
- Outline all fonts in Illustrator prior to production.



#7219-10 - SMALL NIGHT DROP ENVELOPE - 4.125" x 9.5" - FRONT



#7219-10 - SMALL NIGHT DROP ENVELOPE - 4.125" x 9.5" - BACK