

Dear Service Class Customer,

AUTO-2280 Automotive Service is a learning environment. Please be patient as we teach our students.

The work order requirements:

1. Complete name
2. Home address
3. Home phone number
4. Department you work for on campus
5. E-mail address
6. Your initials next to each job number

Signature at the bottom of the work order. Giving permission all work until \$300 will be completed with your permission. Any work that is over \$300 may not be complete and the Service Class instructor will contact you.

The Process:

During the semester the work is completed you will receive and invoice and work order from the College of DuPage Cashiers office. Payment is due when you receive the invoice.

Methods of payment:

1. Pay via myaccess.cod.edu
2. Pay through the Cashiers office (630-942-2206)

Full payment is due when invoiced. No payment plans are accepted.

Thank you,
Service Class Instructor
AUTO-2280 Automotive Service



COLLEGE OF DUPAGE