

# CRISWELL AUTOMOTIVE



## CRISWELL AUTOMOTIVE INCIDENT REPORT

TO DO LIST: Complete Incident Report, attach Body Shop Estimate and turn in to AS follows:  
Barbara @ Chevy or CJD-Gburg | Karla @Honda or @Maserati or @ Nissan | Lisa @Thurmont

Date of Incident \_\_\_\_\_ Reporting Manager \_\_\_\_\_ Time \_\_\_\_\_

Circle One > \_\_\_\_\_ Injury \_\_\_\_\_ Damage \_\_\_\_\_

Circle One > \_\_\_\_\_ Police Report: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Year, Make, Model & Color of vehicle (Stock#, Estimate or RO# if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Party Information \_\_\_\_\_

Name, Address & Phone Number: (Copy of Driver's License & Insurance Card if possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness Name \_\_\_\_\_ Phone \_\_\_\_\_

Description of damaged property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation of Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*We will need an estimate of repairs from the Body Shop attached to an Incident Report.*

*Employee will be deducted \$250 per pay period until \$2,500 deductible is collected.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*note: use back of page if needed.*