

AUTO HOBBY MAINTENANCE APPOINTMENT REQUEST FORM

**RETURN THIS FORM BACK TO AUTO HOBBY VIA ORG BOX 31FSS.Autohobby.service@us.af.mil
with subject line:**

Maintenance Appointment Request- Last Name, First Name

This appointment request is for vehicle maintenance or an oil change with maintenance added on.

Maintenance appointments are to be dropped off at 9AM and we will call you when it has been finished. Our mechanics work hard to get appointments done in a timely manner but **please plan for your vehicle to be at Auto Hobby for the day.**

****A \$15.00 deposit is required to confirm this appointment****

This deposit will be used as a credit on your final bill.

No deposit will be taken until a representative from the Auto Hobby calls you to confirm the date and time of your appointment

Cancellation Policy is one business day before your appointment. If you are unable to make your appointment, please let Auto Hobby know as soon as possible so we can accommodate other members of the community. If you do not cancel within the cancellation policy, show up more than 15 minutes late, OR do not show up for your appointment, you will forfeit your \$15.00 deposit.

Please fill out the below appointment request form and an Auto Hobby representative will confirm your appointment within 2 business days or sooner. (PLEASE NOTE: AUTO HOBBY'S NUMBER WILL COME UP UNKNOWN CALLER)

Auto Hobby will try to reach out to you TWO times only by phone to confirm your appointment. If we do not hear from you within 7 DAYS from the initial request, you will have to submit another appointment request online.

BEFORE you continue, please be aware of the types of work we DO NOT do at Auto Hobby

- **Nothing with brake fluid**
- **Timing belts**
- **Body work**
- **Electrical work**
- **Transmission work**
- **Coolant flushes**
- **Steering rack**
- **NO FACTORY RECALLS WHATSOEVER**
- **A/C work on vehicles 1998 and older or 2016 and newer**
- **Work on rental vehicles**

Customer Information:

1. FULL NAME:
2. RANK:
3. SQUADRON:
4. PHONE NUMBER YOU CAN BE REACHED AT:
(Please include country code)
5. DSN:
6. EMAIL:

VEHICLE INFORMATION:

**** YOU WILL NEED YOUR REGISTRATION IN ORDER TO CONTINUE FILLING OUT THIS FORM. ****

1. Is your vehicle European or US spec?
2. Vehicle Make:
3. Vehicle Model:
4. Vehicle Year:
5. License Plate Number:
6. Is your vehicle diesel?
7. Does your vehicle have locking lug nuts?

If the work requested requires removal of tires and you do have locking lug nuts, you must BRING the key with you to your appointment. Our mechanics will not search for the key, so please have it readily available. If you do not know if the work requested requires this, please ask at time of confirmation.

8. Does the work requested require parts?
 - a. **If yes: please pick the option that best describes your parts:**
 - Work requested DOES NOT require parts
 - Auto hobby has ordered the parts and they have arrived
 - Auto Hobby has ordered the parts and they have not arrived
 - Customer has ordered the parts and they have arrived
 - Customer has ordered the parts and they have not arrived

1. Date ordered:

9. Description of work requested:

If the work requested above includes an oil change, please answer the next few questions:

10. Will you be providing your own oil or purchasing from Auto Hobby? OWN Auto Hobby
(Auto Hobby has synthetic oil types: OW20, 5W20, 5W30, or a blend 10W40)

11. Will you be providing your own oil filter or purchasing from Auto Hobby?
(pending we carry your filter) OWN Auto Hobby

Please reference the photo below to answer the next two questions. You will need your registration.

MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE (Not Trasferable)		REGISTRATION NUMBER / NUMERO DI REGISTRAZIONE	
MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE (Not Trasferable)		REGISTRATION NUMBER / NUMERO DI REGISTRAZIONE	
REGISTRAZIONE E TITOLO DI PROPRIETA' MILITARE VEICOLI A MOTORE (Non Trasferibile)		Date issued: 16 Jan 2025 EXPIRES : 31 Dec 2025	
Original will be given to the owner of the vehicle. When completely filled out and signed by the owner and issuing officer, this certificate may be used as evidence of ownership. After signature of the U.S. Port Debarkation Officer, this certificate should be surrendered, if required, upon application for registration and/or title in state of residence in the United States. All liens or encumbrances against the vehicle must be shown.			
L'originale sara' consegnato al proprietario del veicolo. Quando sara' completamente riempito e firmato dal proprietario e dall'ufficiale Emittente, questo certificato potra' essere usato quale testimonianza, di proprieta'. Dopo la firma dell'Ufficiale del Porto di Sbarco, questo certificato dovra'; essere consegnato, se richiesto, per la domanda della registrazione e/oppure come titolo di proprieta' nello stato in cui si risiederà. Tutti i mutui ed ipoteche sul veicolo dovranno essere indicati.			
FOR USE BY MILITARY AND CIVILIAN PERSONNEL PER USO DEL PERSONALE MILITARE E CIVILE			
SECTION I - VEHICLE DESCRIPTION - SEZIONE I - DESCRIZIONE DEL VEICOLO			
MAKE / MARCA VOLKSWAGEN	YEAR (as given by manufacturer) ANNO (quello dato dal fabbricante) 2009	SERIES OR MODEL (letter or No.) SERIE O MODELLO (Lettere o N.) POL	
NEW CAR No	KIND OF BODY / TIPO DI CARROZZERIA 5DR	COLOR / COLORE BL	
SERIAL NUMBER / NUMERO DI TELAIO WVWZZZ9NZ9B031156	TYPE OF FUEL / TIPO DI CARBURANTE Unleaded Gasoline	HORSPower / C.VAPORE CC ³ 1390	POWER (KW) 59
N. OF CYLINDERS / N. DI CILINDRI 4	WEIGHT (Shipping) / PESO (di spedizione) 1200	CATALYTIC CONVERTOR/MARMITTA CATALITICA Yes	
Port of entry: TARVISIO	Date of entry: 7/11/17	Method of entry: USED (EU MKT)	Value Euro 4,000
	T1/A-5/EX-1: LM 108 A	302: NONE	

This information is required to confirm we carry your oil filter. If you do not provide it, we will not be able to make your appointment. We will let you know at confirmation if we have your filter or if you will need to bring one with you to your appointment.

****we do NOT carry most diesel oil filters****

1. CC3#:
2. KW#:

PAYMENT INFORMATION:

****CVV # will be asked for when we call to confirm your appointment, in order to protect your information****

Card #:

Expiry:

Billing zip code:

.....
 I, the vehicle owner, confirm that all information is correct and authorize the work to be performed above. I agree to pay all sums due upon completion of work prior to collection of the vehicle. I acknowledge pick up time must be at or before 1645, or I will not be able to pick up my vehicle until the next business day.

Customer Signature

Date

*****Please remember to bring in your physical registration to your appointment for vehicle ownership verification. If you would like to make and DROP OFF another person's vehicle you must have a POA. *****

Additional Information:

Labor: \$85 per hour

Minimum Labor Fee: \$15.00

Engine code scan: \$25.00

Oil Change Labor Cost: \$50

Price per liter of oil: \$15

Price per filter: Ranges from \$10 to \$25

Tire Rotation labor: \$50 *(recommended every other oil change due to the number of roundabouts throughout Italy and Europe)*

Office Information:***Aviano Auto Hobby***

31st Force Support Squadron, Italy

Area F Bldg 1464 (Behind Outdoor Recreation)

Hours: Mon-Sat 0900-1700 CET (Central European Time)

Closed on all Federal Holidays, and Family Days

DSN: 632-2277

TEL: +39 0434-30-2277

WEB: [Auto Hobby | Aviano Air Base](#)

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