

SHOP FEE SCHEDULE & DISCLOSURE

Post in the customer area, attach to estimates, and keep a copy with every invoice. Verify your state's rules before use — some states (e.g., California) require itemizing supplies instead of a percentage fee.

1 • SHOP SUPPLY FEE

Supply fee rate: _____ % of the labor charge on each repair order

Capped at: \$ _____ maximum per repair order

Covers: shop towels, cleaners and solvents, gloves, small fasteners and clips, thread locker, lubricants, and other consumables not billed as parts

Effective date: _____

2 • HAZMAT / ENVIRONMENTAL DISPOSAL FEES (FLAT, PER ITEM)

WASTE TYPE	FEE	NOTES
Used motor oil & oil filter	\$ _____	Handled per EPA used-oil rules (40 CFR 279)
Coolant / antifreeze	\$ _____	Collected and recycled by licensed hauler
Tires (per tire)	\$ _____	Includes any state tire-program fee
Battery (lead-acid)	\$ _____	Core credit may apply
Other regulated waste	\$ _____	Specify: _____

3 • DISCLOSURE WORDING — ESTIMATES & INVOICES

Add this line to every estimate, above the customer signature:

Estimate: "This estimate includes a shop supply fee of _____% of labor (maximum \$_____) and applicable environmental disposal fees, shown as separate line items above. These fees cover consumable materials and the regulated disposal of used oil, coolant, filters, tires, and batteries. Ask us for details on any fee before authorizing work."

Add this line to every invoice, near the totals:

Invoice: "Shop supply and environmental fees are listed as individual line items above. No supply item billed on a parts line is included in the supply fee."

4 • CUSTOMER-FACING EXPLANATION (POST OR HAND OUT)

"Like every professional repair shop, we use consumable materials on nearly every job — shop towels, cleaners, gloves, small hardware — and we are required to dispose of used oil, coolant, filters, tires, and batteries through licensed, regulated channels rather than the trash. Instead of hiding these costs in our labor rate, we show them as clear, capped line items on your estimate and invoice. If you have a question about any fee, ask — we will walk you through it line by line."

