



**Department of
Rehabilitation
& Correction**

Ohio Penal Industries

Vehicle Detailing Services Customer Set-Up Form Car, Light Truck, and Van

Ohio Penal Industries

Vehicle Service Center

1221 McKinley Avenue

Columbus, Ohio 43222

Offender Scheduling Phone:

614.387.1144

Vehicle Service Center

- Shop Hours 7:00 A.M. to 3:00 P.M.
- Drop off after 7:00 A.M. at the OPI reception desk.
- Pickup by 3:00 P.M.
- Offender scheduling phone: 614-387-1144

Customer Information:

Appointment Date: _____ Oaks ID Number: _____

Name: _____ State Agency: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Vehicle Information:

Year: _____ Make: _____ Model: _____ License Plate No: _____

Requested Service:

- Choose type of vehicle being washed under the desired service.
- Plus shop fees (5%) & sales taxes (7.5%).

Personal Vehicle

State Vehicle

- **Basic Wash - Standard Car Wash and Vacuuming.**

\$20.00 Auto

\$25.00 Truck/Van/SUV

- **In and Out Service - Includes exterior wash, spray wax, interior cleaning, vacuuming interior and window cleaning.**

\$40.00 Auto

\$55.00 Truck/Van/SUV

- **Full Detail Service - Includes complete hand washing and drying of vehicle with hand waxing, interior dusting, vacuuming interior and carpet washed(shampoo), protectant applied to leather and vinyl trim, windows cleaned inside and out and wheels polished.**

\$80.00 Auto

\$90.00 Truck/Van/SUV

Payment Options:

- Payment required in full when picking up vehicle - *No payments accepted over the phone.
- No Cash Sales.
- Check & Money Orders made payable to OPI Vehicle Service Center.
- Visa & Master Card accepted, 3% convenience fee charged per transaction.

Check

Money Order

Credit Card

I hereby authorize the above selected detail to be performed with any necessary materials. OPI personnel may operate the vehicle for the limited purpose of performing the service. I have removed all personal items and any items which could be considered contraband from the vehicle. I understand OPI will not be responsible for any loss or damage to items left in the vehicle in case of theft, accident or any other cause beyond control.

Signature