

LYNX Collision Repair Network

Application Instructions:

Step 1. Review Program Requirements:

- General Requirements and Procedures
- LYNX Standard Estimating Guidelines

Step 2. Complete Application Forms:

- Repair Facility Information
- Repair Cost Quotation
- Background Check Authorization

LYNX utilizes a nationally recognized company to complete the background checks with the following nature and scope:

- *Sole Proprietor, Partnership, or Corporation (if incorporated less than 5 years):*
 - *Statewide criminal records in all states of residency for owner (s) or principal corporate officer for the past 5 years*
 - *Credit check for the owner(s) and the company or principal corporate officer*
- *Corporation: (Incorporated more than 5 years)*
 - *Credit check for the corporation*

All reports generated by the background check agency are confidential to LYNX Services exclusively, and are utilized only for the purpose of assessing a continued relationship as a LYNX Collision Repair Network Participant.

- Terms of Agreement
- Electronic Payment Authorization (requested not required)

Step 3. Submit Registration Packet to LYNX Services:

- Completed Application Forms from Step 2
- Additional Documentation
 - Photos of your repair facility (exterior, customer reception area, and production areas)
 - Copy of your lifetime warranty (workmanship and refinish)
 - Copy of W-9 IRS Form
 - Certificate of Insurance with LYNX Services named as Additional Insured
- Registration Packet can be submitted via email, fax, or mail to the following:
 - Email: collision@lynxservices.com
 - Fax: 239-479-5959
 - Mail: LYNX Collision Repair Network
6351 Bayshore Road, Suite 18
Ft. Myers, FL 33917-3172