

Worksheet

(Labor Rate Questionnaire)

Hourly Rate Charged.

- 1) What is your hourly rate charged for auto body repair work?
- 2) Does this rate vary for different categories of customers (Yes or No)
If your answer is "No" then you should state that your rate of charge does not vary
If the rate varies (Yes) then you are asked to provide these different rates.

The Questionnaire suggests these different categories of customers:

- A) Insurance related claims
- B) Non insurance related claims
- C) Rental car companies (for the repair of rental vehicles)
- D) Vehicle leasing companies (for the repair of leased vehicles)
- C) The State of Rhode Island (for repair of State vehicles)
- D) United States government (for the repair of government vehicles)

Supporting Documentation:

You are asked for the description of all the documents that evidence your rate(s) charged. (for each category of customers).

The questionnaire suggests the following **documents**:

- 1) Rates posted in shop
- 2) Customer receipts (*it is assumed that they mean your bills that you provide to your customers. Your Bills then become the customer's receipt*)
- 3) Estimates
- 4) "Or other applicable documentation"

The Questionnaire does seem to indicate that if you have more than one rate of charge that you should list these documents "for each category of customer"

Complete Description:

The Questionnaire is asking you to describe "the **Manner** is which you calculate each labor rate charged"

You are asked to provide a complete description of the **Components**. They suggests the following major components:

- 1) Salary costs
- 2) Overhead
- 3) Margin for profit - enter the percentage (%)

The Questionnaire asks for "a complete and detailed description of the **Cost** you include in overhead"