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www.crashzone.com.au

## Crashzone Parts Ordering user manual

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## Enable Parts Ordering feature

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freesmash@verycheap.com.au | Reporting | Suppliers | Credit Parts | Contact Us | Support | Help | **Settings** | Sign Out

Search Adv Search

All Quote Job Invoice Finished

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
5146	22/06/2012	JOHN CANON	TAS122	JEEP	CHEROKEE	BLACK/MET	NRMA
5145	19/06/2012	HARRY JOHNSON	123abc	HOLDEN	MONARO	ORANGE	NRMA
5144	19/06/2012						
5143	15/06/2012	JOHN SMITH	HTS 330	HOLDEN	300TE	BLACK	NRMA
5142	13/06/2012	FINAL PARTS TEST	GGG888	HOLDEN	COMMODORE	WHITE	NRMA
5141	08/06/2012	WINSTON HUNTER OKEEFE	123abc	HOLDEN	MONARO	ORANGE	CHEAP INSURANCE
5140	06/06/2012	Test Part Order New	123ahggf	ALFA ROMEO	1300	Red	

- From the main page of Crashzone, click on **Settings**

**Crashzone Setting**

I agree to the [terms & conditions](#).

Account Company Rates Crashzone Integration Backup

Company Limited: FREE SMASH REPAIRS PTY LTD.  
eg. Smith Family Trust Pty Ltd

Company ID: 86

Trading Name: FREE SMASH REPAIRS PTY LTD.  
eg. Free Smash.

Address: 45 GREEK ST

PO Address: 45 GREEK ST

City: GLEBE

State: NSW

Postcode: 2037

Country: (select country)

ABN: 63 125 055 996 (Can not invoice without ABN)

Phone: 1300 721 090

Fax: 02 9660 1655

Mobile: 0415315939

Email: trung@autointegrity.com.au

Repairer licence No:

Show Note  AutoText

Parts Order

Company Letterhead:  Left  Center  Right  JPG  Blank

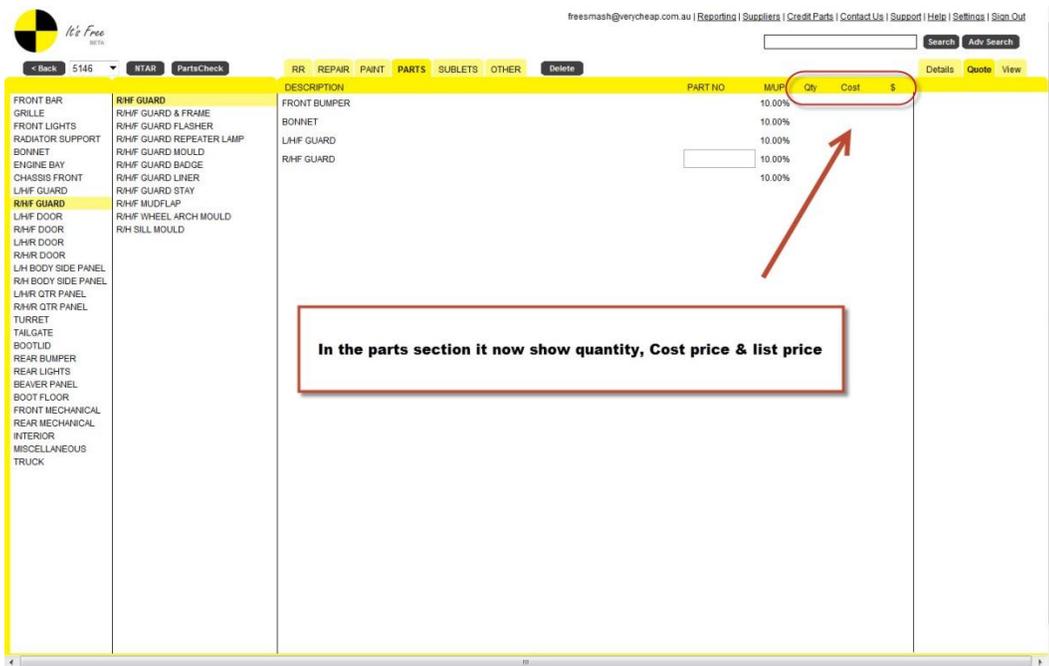
**FREE SMASH REPAIRS PTY LTD.**  
**FREE SMASH REPAIRS PTY LTD.**  
 45 GREEK ST GLEBE NSW 2037  
 PO Address: 45 GREEK ST  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

Submit Cancel

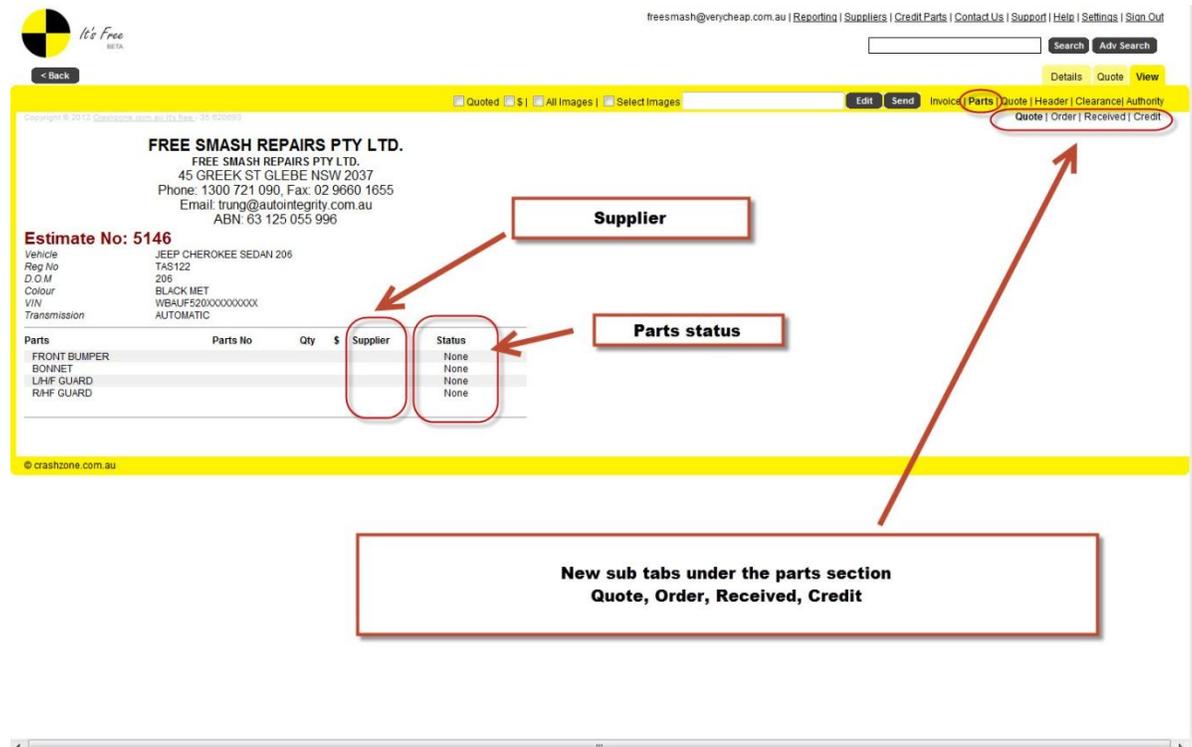
- Select TAB **“Company”**
- Click on the **“Part Order”** tick box
- Press **Submit** to save



# New Features



- In the **Quote** page, **Parts** section you now have:
  - Quantity field
  - Parts cost price



- In the View page, New sub TABS: Quote, Order, Received, Credit
- Supplier and parts status shown next to description



- ❖ To access the new Parts Credit page, click on the “Credit Parts” link

freesmash@verycheap.com.au | Reporting | Suppliers | **Credit Parts** | Contact Us | Support | Help | Settings | Sign Out

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Search Adv Search

New ORM PNET

All Quote Job Invoice Finished

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
5146	22/06/2012	JOHN CANON	TAS122	JEEP	CHEROKEE	BLACK MET	NRMA
5145	19/06/2012	HARRY JOHNSON	123abc	HOLDEN	MONARO	ORANGE	NRMA
5144	19/06/2012						
5143	15/06/2012	JOHN SMITH	HTS 330	HOLDEN	300TE	BLACK	NRMA
5142	13/06/2012	FINAL PARTS TEST	GGG888	HOLDEN	COMMODORE	WHITE	NRMA
5141	08/06/2012	WINSTON HUNTER OKEEFE	123abc	HOLDEN	MONARO	ORANGE	CHEAP INSURANCE
5140	06/06/2012	Test Part Order New	123ahggf	ALFA ROMEO	1300	Red	

- ❖ A list of suppliers, parts information and status will be shown up

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Update

Search

Quote Number	Supplier	Description	Parts #	Parts \$	Status
5138	Crashzone Pty Test Supplier	R/H/F BUMPER BRACKET			Received
5141	Crashzone Pty Test Supplier	L/H/F GUARD	123456	300	Received
5141	Crashzone Pty Test Supplier	R/H/F GUARD	123455	300	Credit
5142	Crashzone Pty Test Supplier	R/H HEADLAMP ASSY	4444	500	Credit
5142	Crashzone Pty Test Supplier	BONNET	5555	900	Credit
5142	Crashzone Pty Test Supplier	L/H/F GUARD	6666	350	Credit
5142	Crashzone Pty Test Supplier	R/H/F GUARD	7777	350	Credit
5143	test parts	L/H/F GUARD	1	100	Credit
5143	test parts	L/H/F GUARD FLASHER	2	200	Credit
5143	test parts	L/H/F GUARD REPEATER LAMP	3	30	Credit
5143	test parts	front Apron ( not quoted )	4	32	Credit
5143	test parts	guard	1	200	Credit
5145	test parts	FRONT BUMPER	123	233	Credit
5145	test parts	BONNET	122	232	Credit
5145	test parts	L/H/F GUARD	124	444	Credit
5145	test parts	R/H/F GUARD	125	444	Credit
5145	test parts	APRON - MAYBE REQUIRED	126	100	Credit
5146	test parts	BONNET	123456	600	Credit
5146	test parts	L/H/F GUARD	222222	350	Received
5146	test parts	R/H/F GUARD	333333	350	Received

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- You can left click on any item to remove it from the Parts price request if you do not want to send all items.

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Quoted \$ All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance | Authority

Details Quote View

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**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**  
 Vehicle: JEEP CHEROKEE SEDAN 206  
 Reg No: TAS122  
 D.O.M: 206  
 Colour: BLACK MET  
 VIN: WBAUF520XXXXXXX  
 Transmission: AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET					None
LIHF GUARD					None
RHF GUARD					None

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**Left click on an item to remove it from the part price request before sending ( item is not deleted just removed for emailing )**

- Enter the suppliers email address
- Select supplier from the drop down box
- If Supplier is not in the list, user will have to create a new supplier (see page \* )

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Quoted \$ All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance | Authority

Details Quote View

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 ABN: 63 125 055 996

**Estimate No: 5146**  
 Vehicle: JEEP CHEROKEE SEDAN 206  
 Reg No: TAS122  
 D.O.M: 206  
 Colour: BLACK MET  
 VIN: WBAUF520XXXXXXX  
 Transmission: AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET					None
LIHF GUARD					None
RHF GUARD					None

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**Enter the suppliers email address or select from the drop down box. ( if supplier not in the list user will need to create a new supplier )**



- Supplier receives Part Price request
- Supplier receives both a link and a PDF copy of the Part Price request

Parts price request Inbox x Trung x

To: test parts  
From: FREE SMASH REPAIRS PTY LTD.  
Order No: 5146

Parts price request:

This is a parts price request, please supply parts numbers and prices for all parts listed in this email. Please advice if any of the parts are not available.

Click on the link below to view the parts price request.

Please follow the link below to see request for quote:  
<http://beta.crashzone.com.au/a/PartsOrder.aspx?ABC=czi5xGldcoORua3HsMTWVXdMkvzcEGaGz5BXtLFA7oLqOwrU/WHWHvjbszNiiW8vQlv65VWv6aP+EFCD0zbbQ==>

Kind regards

FREE SMASH REPAIRS PTY LTD.

Part\_TAS122\_201262292312824.pdf  
10K View Download

### 1 Parts Link

- The supplier will click on the link to show him the part price request form
- Supplier fill in the Part number, QTY, Cost and List Price

### FREE SMASH REPAIRS PTY LTD.

FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Repairer Licence No:  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

### Estimate No:5146

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 VIN WBAUF520XXXXXXXXXX  
 Colour BLACK MET  
 Odometer 12051

No	Description	Part No	Qty	Cost	List
1	BONNET				
2	L/H/F GUARD				
3	R/HF GUARD				

Submit



- Prices are added
- Supplier clicks **Submit** to update the prices back into Crashzone

**FREE SMASH REPAIRS PTY LTD.**

FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Repairer Licence No:  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No:5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 VIN WBAUF520XXXXXXX  
 Colour BLACK MET  
 Odometer 12051

No	Description	Part No	Qty	Cost	List
1	BONNET	123456	1	400	600
2	L/H/F GUARD	222222	1	250	350
3	R/H/F GUARD	333333	1	250	350

Submit

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- Prices are automatically updated in Crashzone

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< Back All

Quoted \$1 All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance | Authority | Quote | Order | Received | Credit

**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUF520XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
FRONT BUMPER	123456	1	600.00	test parts	None
L/H/F GUARD	222222	1	350.00	test parts	Quote
R/H/F GUARD	333333	1	350.00	test parts	Quote

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## 2 Supplier opens PDF copy

- Supplier prints a PDF version to process the parts price request

### FREE SMASH REPAIRS PTY LTD.

FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Repairer Licence No:  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

### PARTS PRICE REQUEST

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUF520XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	List	Cost
BONNET			
L/H/F GUARD			
R/H/F GUARD			

Received from: FREE SMASH REPAIRS PTY LTD.

1300 721 090

The Part list has been attached to this email in PDF format.



## Ordering Parts

- From the **View** page, click on **Order**
- Left click on any item which you want to remove
- Enter the supplier's email address from the drop down box
- Click **Send** to email the parts order

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Search Adv Search

< Back Details Quote View

Quoted \$ All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance | Authority Quote | Order | Received | Credit

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**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUFS20XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET	123456	1	600.00	test parts	Quote
L/HF GUARD	222222	1	350.00	test parts	Quote
R/HF GUARD	333333	1	350.00	test parts	Quote

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- Once sent, Parts Status automatically updates to **“Order”**

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Search Adv Search

< Back Details Quote View

Quoted \$ All Images Select Images Edit Send Invoice | Parts | Quote | Header | Clearance | Authority Quote | Order | Received | Credit

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 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUFS20XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET	123456	1	600.00	test parts	Order
L/HF GUARD	222222	1	350.00	test parts	Order
R/HF GUARD	333333	1	350.00	test parts	Order

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- Parts Order received by supplier

Parts Order Email

To: test parts  
 From: FREE SMASH REPAIRS PTY LTD.  
 Order No: 5146

Purchase order:

This is a parts order, please supply all parts as listed in this email.  
 Please advice if any of the parts are not available or need to be back ordered.

Kind regards

FREE SMASH REPAIRS PTY LTD.

 [Part\\_TAS122\\_2012622111634920.pdf](#)  
 12K [View](#) [Download](#)

- Click on **View** or **Download** to view the PDF

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**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Repairer Licence No:  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**  
**PARTS ORDER**

Vehicle	JEEP CHEROKEE SEDAN 206
Reg No	TAS122
D.O.M	206
Colour	BLACK MET
VIN	WBAUF520XXXXXXXXX
Transmission	AUTOMATIC

Parts	Parts No	Qty	List
BONNET	123456	1	600.0000
L/H/F GUARD	222222	1	350.0000
R/H/F GUARD	333333	1	350.0000

To: testparts  
 From: FREE SMASH REPAIRS PTY LTD.  
 Order No: 5146

Purchase order:

This is a parts order, please supply all parts as listed in this email.  
 Please advice if any of the parts are not available or need to be back ordered.

Kind regards

FREE SMASH REPAIRS PTY LTD.



## Parts received

- From the **View** page, click on the tab “**Received**”
- Left click on the line item status to change an item from “**Order**” to “**Received**”

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Search Adv Search

Details Quote View

Quoted \$ All Images Select Images Edit Send Invoice Parts Quote Header Clearance Authority

Quote Order Received Credit

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**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK/MET  
 VIN WBAJF520XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET	123456	1	600.00	test parts	Received
L/H/F GUARD	222222	1	350.00	test parts	Received
R/H/F GUARD	333333	1	350.00	test parts	Order

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**Left Click on on the item status to mark it as received**



## Parts Credit

- From the **View** page, click on the TAB “Credit”
- Left click on the line item status to change the status from “Received” to “Credit”
- If you want to email the credit, you need to left click to remove any items which you don’t want to send on the credit note

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Search Adv Search

Details Quote View

Quoted \$ All Images Select Images Edit Send Invoice Parts Quote Header Clearance Authority Quote Order Received **Credit**

**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUF520XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	\$	Supplier	Status
BONNET	123456	1	600.00	test parts	Credit
L/HF GUARD	222222	1	350.00	test parts	Received
R/HF GUARD	333333	1	350.00	test parts	Received

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- Credit note received by supplier

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**FREE SMASH REPAIRS PTY LTD.**  
 FREE SMASH REPAIRS PTY LTD.  
 45 GREEK ST GLEBE NSW 2037  
 Phone: 1300 721 090, Fax: 02 9660 1655  
 Repairer Licence No:  
 Email: trung@autointegrity.com.au  
 ABN: 63 125 055 996

**Estimate No: 5146**  
**PARTS CREDIT REQUEST**

Vehicle JEEP CHEROKEE SEDAN 206  
 Reg No TAS122  
 D.O.M 206  
 Colour BLACK MET  
 VIN WBAUF520XXXXXXX  
 Transmission AUTOMATIC

Parts	Parts No	Qty	Cost	Status
BONNET	123456	1	400.00	Credit

To: testparts  
 From: FREE SMASH REPAIRS PTY LTD.  
 Our Quote Number: 5146

Invoice: 7604

Parts creditrequest:

This is a parts creditrequest, please pickup and credit the parts listed in this email.

Kind regards

FREE SMASH REPAIRS PTY LTD.



## Part Credit Received

- Click on the link “Credit Parts”

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
5146	22/06/2012	JOHN CANON	TAS122	JEEP	CHEROKEE	BLACK MET	NRMA
5145	19/06/2012	HARRY JOHNSON	123abc	HOLDEN	MONARO	ORANGE	NRMA
5144	19/06/2012						
5143	15/06/2012	JOHN SMITH	HTS 330	HOLDEN	300TE	BLACK	NRMA
5142	13/06/2012	FINAL PARTS TEST	GGG888	HOLDEN	COMMODORE	WHITE	NRMA

- Click on the line item status to change a part from “Credit” to “Credit Received”

Quote Number	Supplier	Description	Parts #	Parts \$	Status
5138	Crashzone Pty Test Supplier	R/H/F BUMPER BRACKET			Received
5141	Crashzone Pty Test Supplier	L/H/F GUARD	123456	300	Received
5141	Crashzone Pty Test Supplier	R/H/F GUARD	123455	300	Credit
5142	Crashzone Pty Test Supplier	R/H HEADLAMP ASSY	4444	500	Credit
5142	Crashzone Pty Test Supplier	BONNET	5555	900	Credit
5142	Crashzone Pty Test Supplier	L/H/F GUARD	6666	350	Credit
5142	Crashzone Pty Test Supplier	R/H/F GUARD	7777	350	Credit
5143	test parts	L/H/F GUARD	1	100	Credit
5143	test parts	L/H/F GUARD FLASHER	2	200	Credit
5143	test parts	L/H/F GUARD REPEATER LAMP	3	30	Credit
5143	test parts	front Apron ( not quoted )	4	32	Credit
5143	test parts	guard	1	200	Credit
5145	test parts	FRONT BUMPER	123	233	Credit
5145	test parts	BONNET	122	232	Credit
5145	test parts	L/H/F GUARD	124	444	Credit
5145	test parts	R/H/F GUARD	125	444	Credit
5145	test parts	APRON - MAYBE REQUIRED	126	100	Credit
5146	test parts	BONNET	123456	600	Credit
5146	test parts	L/H/F GUARD	222222	350	Credit Received
5146	test parts	R/H/F GUARD	333333	350	Credit Received



## How to Create a New Supplier

- Click on the link “Supplier” to view the list

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
5146	22/06/2012	JOHN CANON	TAS122	JEEP	CHEROKEE	BLACK MET	NRMA
5145	19/06/2012	HARRY JOHNSON	123abc	HOLDEN	MONARO	ORANGE	NRMA
5144	19/06/2012						
5143	15/06/2012	JOHN SMITH	HTS 330	HOLDEN	300TE	BLACK	NRMA
5142	13/06/2012	FINAL PARTS TEST	GGG888	HOLDEN	COMMODORE	WHITE	NRMA
5141	08/06/2012	WINSTON HUNTER OKEEFE	123abc	HOLDEN	MONARO	ORANGE	CHEAP INSURANCE
5140	06/06/2012	Test Part Order New	123ahgdf	ALFA ROMEO	1300	Red	

- Click “New Supplier”
- Fill Supplier Details in the boxes
- Hit Submit

Supplier	State	Phone	Fax
Holden - Sunco Mot	QLD	54568000	
Ken Mills Toyota	QLD	0754411544	
Pacific Motor Group	QLD	54589721	
PHIL GILBERT	NSW	97464553	
Ringwood Mazda	VIC	0	
Filby's Motors	QLD	47869303	
Frankston Toyota	VIC	59 551 111	0
Garry Cricks	QLD	54419566	
Geraldton Toyota	WA	99640011	99212235
Grand Prix Mazda	QLD	32635999	
Hampstead Collision Repairs	VIC	0393174575	DangerousDanny
Into Parts	QLD	0437272787	5335 1688