**Report in MLA Style**

**Your Job**

The owner of a company is asking for a prepared report using Modern Language Association (MLA) style that he can provide to a few small colleges that are beginning to show interest in offering coursework in this field. Your job is to create this report.

**Instructions:**

1. Use Times New Roman 12-point font.
2. Set up the document in proper MLA report-style format as follows:
3. Set the page margins to 1 inch on all sides.
4. Insert a header that includes the last name of the owner and the page number, right-aligned, as shown below.
5. Use only one space after periods and other punctuation marks.
6. Set up the document so that all text is double-spaced.

Robert Shine, CEO

Jazz My Wheels

<current date>

Customize Your Life with Your Car

Welcome to Jazz My Wheels, one of the Philadelphia area’s top custom automotive shops. Our expertise is backed by over 15 years of experience in the industry, while our commitment to our customers is best described in three words: Quality, Service, and Pride. Our services include, but are not limited to, auto security, window tinting, custom audio/video systems, performance upgrades, wheel/tire packages, and auto detailing.

A custom care is a passenger vehicle that has been modified in either of the following two ways. First, a custom car may be altered to improve its performance, often by altering or replacing the engine and transmission. Second, a custom car may be a personal “styling” statement by the re-style/re-builder, making the car look “unique” and unlike any care that might have been factory finished.

Additionally, our auto detailing centers are committed to complete customer satisfaction. Our professionally trained staff utilizes the most effective and proven systems to bring and maximize value to our customers’ investment. Our auto detailing centers use proven methods and specific systems to ensure customer satisfaction and consistency in service.

One of our specialties is car restorations and customizations, which allow owners to pick and choose exactly how they want their car to look and feel. Auto restorations can be done by our professionally trained mechanics or by owners who want to rebuild their car in their own time. Our shops have a wide range of paint, floor mats, replacements parts, and accessories that customers can choose for their vehicle.

The duration of car restoration projects varies depending on how much work is required, what parts need to be ordered, and how much time a person has to do the work. Car owners who want to customize their cars own their own can visit several different auto stores to look at what interior and exterior parts and accessories they have for sale. Restoring automotives at auto shops is another option owners have if they don’t feel they can make the changes on their own. Mechanics order and install the parts and ensure that they are working properly. Working on bumpers, engines, transmissions seat covers, and new exterior paint are common jobs required during auto restorations.