



# D.K EXECUTIVE ENGINEERS LTD

Your Ref: .....

Our Ref: .....

P. O. Box Na 18097, North Accra

www.dkexecutiveengineers.com

Name: ..... Make/Model: ..... Regn No.: .....  
 Address: ..... Chassis No.: ..... Fuel Level: .....  
 Odometer (IN): ..... Odometer (OUT): .....  
 Job Commenced (Date/Time): ..... Job Completed (Date/Time): .....

## WORKSHOP JOB CARD

Vehicle Release Authorized By:

Name: .....

Signature: .....

Date: .....

## RECEPTIONIST

### CONDITIONS OF CONTRACT

1. It is understood that the company may use its discretion in supplying such additional labour and materials as may prove necessary during the course of executing the repairs in accordance with the customer's instructions.

2. The company shall exercise all reasonable care with customers' vehicles sent to us for repair, storage, etc., but shall accept no responsibility for loss or damage to such vehicles howsoever occasioned while the vehicles are in care or on our premises. Customers' vehicles are driven only by our staff or persons authorized by us, at the customer's risk and responsibility. Neither the company nor anyone employed by the company shall be responsible for any consequential loss resulting from or damage howsoever caused to the vehicles.

3. When the repairs on the vehicles have been completed, the company will advise the customer that the items are ready for collection. Failing full settlement of the cost of repairs, including materials, if the vehicles and other goods are collected within 21 days from the advice above, and if no prior arrangement in writing has been agreed, a storage fee of GH¢ 200.00 shall be charge for units, saloon cars and trucks/buses/tractors respectively for each day the vehicle remain in our premises.

4. If the vehicles are not collected and the cost of repairs paid within 90 days after the advice referred to in paragraph 3, the company shall have the right to sell the vehicles in whatever way it deems best. The company may then deduct from materials, repairs, labour, etc., as advised to the customer, a charge for storing the vehicles and/or other goods for the period from the date of the said advice to the date of the said sale, and the cost of the sale, including advertisements in connection therewith. The company reserves the right to deal similarly with vehicles and/or other goods and repairs which have been paid for but for whatever reasons have not been collected.

Ops No.	Customer's Instructions

5. It is understood that the period allowed to a credit customers' to settle the full amount on this job card (invoice) does not exceed 30 days from the date of the particular credit customer takes delivery of his/her vehicle and other goods from our workshop and signs this job card (invoices) as evidence that the job carried out have been to the satisfaction of the customer and of having taking the delivery of his/her vehicles and/or other goods. At the expiration of the 30-day period, the total amount of this job card shall attract interest at a rate not lower than the commercial bank rate prevailing at the time. Management, however, reserves the right to charge a higher rate than the prevailing bank rate.

6. The company shall not be obligated to take any special precautions to store vehicles and/or other goods under cover or protection and shall not be liable for any claim arising from any damage or deterioration to vehicles and/or other goods, whether such alleged damage or deterioration occurs before or after repairs have been carried out.

7. The company endeavours to complete any repairs on schedule, but shall not be liable in respect of any delay and/or for any consequential loss caused by such delay.

### ADVICE TO CUSTOMER

SERVICE MANAGER

I acknowledge receipt of the above Vehicle and I am satisfied that all the materials listed above have been supplied and services requested have been carried out to a satisfactory standard.

Customer's Signature: .....

Workshop Manager: .....

Labour	.....
Parts	.....
Sundries	.....
VAT	.....
TOTAL (GH¢)	

.....  
 Customer Date

[illegible]

**CLOSED BY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_