

From
Service Coordination Executive

ACI Motors Ltd.
Dhaka

To
Deputy Manager, Service

Copy to
ED, Motors
Director (S & PD)

Your Ref:

Our Ref: SCE/23/18

Date: 1st February, 2023

Subject: Approval for Providing Spare parts Warranty Support.

Dear Sir,

This is to be informed that, one of our Sonalika customer at Moulovibazar area has a Sonalika 35 RX tractor. At early hour she faced some service problem. As the tractor went out of warranty period, the customer requested us to give support. It is also mentioned that the customer paid his all instalment on time, also she is planning to buy another Sonalika tractor if she gets this support, so we want to give goodwill support to this customer by providing mentioned parts & we will adjust the stock by sample invoice. Details information is given below:

Customer Details:

Chassis Number	Customer Name	Region
FYASS849211S3	Simu Akter Suma	Sylhet

Parts Details:

Code	Product Name	Qty	COGS
D025	[10071967ABFG]EXHAUST ELBOW (FINISH)	1	2518.945
H036	[10038498AA]MUFFLER ASSY Round 55AllSup	1	2732.73
A669	[10070111AA] MIRROR ASSY RIGHT	1	511.225
A671	[10070112AA] MIRROR ASSY LEFT	1	511.225
B173	[10027175AA] COMBINATION SWITCH	1	1182.06
E541	[11000468AA]FILTER KIT (3 PCS)- All	1	713.614
A461	[10004214AC] PLOUGH LAMP ASSY	1	890.967
H624	[10014829AA]FRONT LAMP LH ALL Rou Sup	1	1406.79
SE50	[10036755AA]COWL-METER BOARD-Sup	1	2422.266
H611	[10003592BF]HAND ACCELERATOR ASSEMBLY	1	480.249
E523	[10085397AA]HEAD GASKET FOR EXHAUST ELBO	1	34.122
A752	[10002396AA] EXHAUST GASKET	1	17.061
B159	[11000452AA] AC ELEMENT INNER FOR SONALI	1	821.678
B160	[11000451AA] AC ELEMENT OUTER FOR SONALI	1	1083.797
A037	[10027541AA] FUEL TANK CAP(Double lock)	1	355.74
C511	[11000540AAEX]Sonalika Maxima Engine Oil	1	3311.175
TOTAL		16	18993.64

So, please approve the proposal of providing spare parts support to this customer.

This is for your kind approval.

Thanks and best regards,

Shahed

Md. Shahed Bin Jahan

Director (S&PD)

Sir, for your kind
recommendation

Revised

Approved