

From  
Service Coordination Executive

ACI Motors Ltd.  
Dhaka

To  
Deputy Manager, Service

Copy to  
ED, Motors  
Director (S & PD)

Your Ref:

Our Ref: SCE/22/80

Date: 25<sup>th</sup> September, 2022

Subject: Approval for Spare Parts Sample Invoice.

Dear Sir,

This is to be informed that, one of our Sonalika customer at Jamalpur area has a Sonalika 55 All Rounder tractor which delivery date is 11-11-2021. Recently he has faced steering problem. Our concern engineer inspected the problem and decided to change the power steering unit. But there was no power steering unit in our parts stock. So concern engineer managed one unit power steering unit from one of our dealer as urgent basis and solved the customers' problem. As the power steering unit is our slow moving parts, so the dealer wants some first moving items in spite of power steering unit. We've already claimed warranty of the power steering unit to ITL. So we want to adjust the given parts stock by sample invoice.

**Customer Details:**

Customer Code	Customer Name	Chassis Number	Region
E00392	Azahar Miah	KXCDR1117958S3	Mymensingh

**Parts Details:**

Given Parts				Warranty Claimed Parts from ITL			
Part Code	Part Name	QTY	COGS	Part Code	Part Name	QTY	COGS
C512	Sonalika Maxima Engine Oil	3	15,009	G413	POWER STEERING UNIT (80CC)	1	23,548
A922	CYLINDER LINER (Ø105)	3	3,756				
B144	PISTON RING SET DIA 105	3	2,655				
A022	ELEMENT OIL LUB. FILTER	5	1,340				
Total		14	22,760	Total		/ 1	23,548

So, please approve the proposal to adjust the mentioned parts stock by sample invoice.

This is for your kind approval.

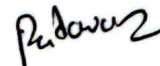
Thanks and best regards,



Md. Shahed Bin Jahan

Director (S & PD)

Sir for your kind  
recommendation



Enclosed:

1. Warranty Claim

ED, Motors  
FYKA  
