



# KOJO AUTO SERVICE CENTER



## LAGOS:

1, Moshalashi Street,  
Off Western Avenue,  
By Ipori Bridge Alaka Surulere, Lagos.  
Tel: 08077692625, 08077692662,  
08077692633

## ABUJA:

Plot 1209 Shehu Yar'Adua Way  
Mabushi Near VIO, Abuja FCT.  
Tel: 08077692630, 08067779150,  
09-2911234

## BENIN:

45, Agbor Road, Ikpoba Hill,  
Benin City, Edo State.  
Tel: 08077692641, 08077692644

## PORT-HARCOURT:

Plot 117, Trans-Amadi Layout  
Port Harcourt, Rivers State.  
Tel: 08077692621, 08077692631,  
07037823937

## AWKA:

Plot C5 and C6 Agu-Akwa  
Layout Akwa Anambra State  
Tel: 08077692640, 08077692610

## JOB INSTRUCTION

|                          |   |                          |                |
|--------------------------|---|--------------------------|----------------|
| <b>Customer Name/ID:</b> | AGRO TECHNICAL AND PROCESSING COMPANY LI / KJ188820 | <b>Date:</b>             | 11th Apr, 2022 |
| <b>Organization:</b>     | OLAM NIGERIA LIMITED                                | <b>Reg. No:</b>          | LFA33TN        |
| <b>Vin/Chasis No:</b>    | AHTFX22G6008025951                                  | <b>Odometer Reading:</b> | 234906KM       |
| <b>Phone Number:</b>     | 08053485802   | <b>E-mail:</b>           |                |
| <b>Vehicle Make:</b>     | Toyota Hilux  | <b>Model Number:</b>     | TGN26L-PRMDKN  |
| <b>Address:</b>          | RUBUBI NASSARAWA                                    |                          |                |

| Item Description                | Quantity |
|---------------------------------|----------|
| ENGINE OIL                      | 7        |
| OIL FILTER                      | 1        |
| SPICER BEARING (SET)            | 3        |
| FRONT BUMPER GARNISH (RHS)      | 1        |
| SERVICING OF COMPLETE DOOR KEYS | 1        |
| BUCKET COVER BOLTS              | 15       |
| BUCKET OPENER                   | 1        |

|   |   |   |  |
|---|---|---|--|
|   |   | Additional Job Completionn : <input type="checkbox"/><br>Value : <input type="checkbox"/><br>Project Estimateg/Explanation: <input type="checkbox"/><br>Car Was Needed?: <input type="checkbox"/><br>Replaced Part Keep: <input type="checkbox"/> |  |
| 1<br><input type="checkbox"/> Cleaness (Exterior/Interior): <input type="checkbox"/><br><input type="checkbox"/> Courtesy Items Removal: <input type="checkbox"/><br><input type="checkbox"/> Outer Mirror Position / Seat Position: <input type="checkbox"/><br><input type="checkbox"/> Clock Adjustment / Radio Sitting: <input type="checkbox"/><br><input type="checkbox"/> Job Completion Notificaxtion: <input type="checkbox"/> | 2<br>Signed 1<br>Date: _____<br>Time: _____<br>Signed 2<br>Date: _____<br>Time: _____ | Job Details Explanation : <input type="checkbox"/><br>Fee Explanation : <input type="checkbox"/><br>Result Confirmation with Customer: <input type="checkbox"/><br>Walk-Around Check : <input type="checkbox"/>                                   | Fixed: <input type="checkbox"/><br>Level Up: <input type="checkbox"/><br>No Fixed: <input type="checkbox"/><br>PSFU(Plan) <input type="checkbox"/> |
| <b>Change of Delivery Time:</b><br>Additional Jobs /Job Stoppage/Others<br>Completion Changed: _____  |   | <b>Job Time:</b><br>Job Start: Date _____ Time _____<br>Job Completion: Date: _____ Time: _____   |  |
| Other Findings : _____  |   | Actual Hours<br>Clocked: _____  | Technician Name: _____<br>Quality Control Staff: _____   |
| Job Completion Notification: Date: _____ Time: _____  |   | Delivered to Owner / Family / Other ( _____ )   |  |
| P.S.F.U. (Plan):<br>Date: _____ Time: _____   |   | Contact Info:<br>Telephone No: _____<br>(Home/Business/Mobile)<br>Email: _____  |  |
| P.S.F.U (Actual):<br>Date: _____ Time _____   |   | Customer: Owner / Family / Other ( _____ )  |  |

|  |  |
|--|--|
| <p>P.S.F.U (GJ) :</p> <p><input type="checkbox"/><input type="checkbox"/> Fixed</p> <p><input type="checkbox"/><input type="checkbox"/> Followup Status (Follow up Again</p> <p>Date: _____ Time: _____</p> <p><input type="checkbox"/><input type="checkbox"/> Not Fixed (Appointment Date/Time)</p> <p>Date: _____ Time: _____</p> | <p>Staff Name: _____</p> <p>Confirmed By: _____</p> <p>Supplied By: _____</p> <p>Issued By: _____</p> <p>Order By: ABDULAZEEZ ADAVIRUKU YUSUFF</p> |
|--|--|