KOJO AUTO SERVICE CENTER

JOB INSTRUCTION

Customer Name/ID:	VICTOR QUAINOO / KJ603485	**Date:**	25th Feb, 2022
Organization:		**Reg. No:**	AAA 351 AT
Vin/Chasis No:	JTEBX9FJ3C5025230 /	**Odometer Reading:**	249,964KM
Phone Number:	08185724106	**E-mail:**	
Vehicle Make:	Toyota Landcruiser Prado	**Model Number:**	TRJ150L-GKPEKV
Address:	17 NAIROBI STREET, WUSE II, ABUJA		

Item Description	Quantity
ENGINE OIL	7
OIL FILTER	1

Additional Job Completionn : ☐
Value : ☐
Project Estimatew/Explanationr: ☐
Car Was Needed? : ☐
Replaced Part Keep: ☐

1   2

☐
☐
☐
☐

Cleanness (Exterior/Interior): ☐
Courtesy Items Removal: ☐
Outer Mirror Position / Seat Position: ☐
Clock Adjustment / Radio Sitting: ☐
Job Completion Notificxation: ☐

Signed 1
Date:_____
Time: _____

Signed 2
Date:_____
Time: _____

Job Details Explanation : ☐
Fee Explanation : ☐
Result Confirmation with Customer: ☐
Walk-Around Check : ☐

Fixed:☐
Level Up: ☐
No Fixed: ☐
PSFU(Plan)☐

Delivery: Dtae:_____

Time:_____

Customer:_____

Change of Delivery Time:

Job Time:

Additional Jobs /Job Stoppage/Others

Completion Changed: _____

Job Start: Date _____ Time _____

Job Completion: Date: _____ Time: _____

Other Findings :

Actual Hours Clocked:
_____

Technician Name:

Quality Control Staff:

Job Completion Notification: Date:_____ Time: _____

Delivered to Owner / Family / Other (_____)

P.S.F.U. (Plan):

Date: _____ Time: _____

Contact Info:
Telephone No: _____
(Home/Business/Mobile)

Email: _____

P.S.F.U (Actual):

Date: _____ Time _____

Customer: Owner / Family / Other (_____)

P.S.F.U (GJ) :
☐ Fixed
☐ Followup Status (Follow up Again

Date: _____ Time: _____
☐ Not Fixed (Appointment Date/Time)

Date:_____ Time: _____

Staff Name: _____

Confirmed By: _____

Supplied By: _____
Issued By: _____
Order By: SAMUEL YUSUF FUNDA