



# 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> ABUCOOP MFB / KJ137637	<b>Date:</b> 24th Feb, 2022
<b>Organization:</b>	<b>Reg. No:</b> ABC 490 CB
<b>Vin/Chasis No:</b> 5TDJKRFH5GS300303	<b>Odometer Reading:</b> 75609KM
<b>Phone Number:</b> 09098872733	<b>E-mail:</b>
<b>Vehicle Make:</b> Toyota Highlander	<b>Model Number:</b> GSU55L-ARTMKA
<b>Address:</b> CENTRAL BUSINESS DISTRICT , ABUJA	

Item Description	Quantity
OIL FILTER	1
WHEEL BALANCING AND ALIGNMENT	1
CAMBER SETTING	1

		Additional Job Completion : <input type="checkbox"/> Value : <input type="checkbox"/> Project Estimate/Explanation: <input type="checkbox"/> Car Was Needed? : <input type="checkbox"/> Replaced Part Keep: <input type="checkbox"/>	
1 <input type="checkbox"/> Cleanliness (Exterior/Interior): <input type="checkbox"/> <input type="checkbox"/> Courtesy Items Removal: <input type="checkbox"/> <input type="checkbox"/> Outer Mirror Position / Seat Position: <input type="checkbox"/> <input type="checkbox"/> Clock Adjustment / Radio Setting: <input type="checkbox"/> <input type="checkbox"/> Job Completion Notification: <input type="checkbox"/>	2 <input type="checkbox"/> Signed 1 Date: _____ Time: _____  <input type="checkbox"/> Signed 2 Date: _____ Time: _____	Job Details Explanation : <input type="checkbox"/> Fee Explanation : <input type="checkbox"/> Result Confirmation with Customer: <input type="checkbox"/> Walk-Around Check : <input type="checkbox"/>  Fixed: <input type="checkbox"/> Level Up: <input type="checkbox"/> No Fixed: <input type="checkbox"/> PSFU(Plan) <input type="checkbox"/>	Delivery: Date: _____  Time: _____ Customer: _____
<b>Change of Delivery Time:</b> Additional Jobs /Job Stoppage/Others Completion Changed: _____		<b>Job Time:</b> Job Start: Date _____ Time _____ Job Completion: Date: _____ Time: _____	
Other Findings : _____ Job Completion Notification: Date: _____ Time: _____		Actual Hours Clock: _____	Technician Name: _____ Quality Control Staff: _____
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) : <input type="checkbox"/> Fixed <input type="checkbox"/> Followup Status (Follow up Again) Date: _____ Time: _____ <input type="checkbox"/> Not Fixed (Appointment Date/Time) Date: _____ Time: _____		Staff Name: _____ Confirmed By: _____ Supplied By: _____ Issued By: _____ Order By: OGHLE GIFT USIAKPENEBRO	