



# 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>	GIZ /SEDIN / KJ434920	<b>Date:</b>	22nd Jul, 2022
<b>Organization:</b>		<b>Reg. No:</b>	17A 394 FG
<b>Vin/Chasis No:</b>	MROFX22G981306343	<b>Odometer Reading:</b>	307120KM
<b>Phone Number:</b>	08150859225	<b>E-mail:</b>	
<b>Vehicle Make:</b>	TOYOTA HILUX	<b>Model Number:</b>	
<b>Address:</b>	NO 20 HAILE CELESTIA STREET, ASOKORO , ABUJA		

Item Description	Quantity
ENGINE OIL	7
OIL FILTER	1
FRONT BRAKE PAD	1
SPARK PLUGS	4
FUEL FILTER	1
IGNITION COILS	4
SERVICING OF NOZZLES AND THROTTLE BODY	1
REAR BRAKE LINING	1
GEAR OIL	4
FAN BELT	1
FRONT STABILIZER LINKAGE	1
AIR FILTER	1
HEAD LAMP SET	1
VALVE COVER GASKET	1
REAR BUMPER	1
REAR LAMP SET	1
WHEEL BALANCING & ALIGNMENT	1
HEADLIGHT BULB	1
FRONT WINDSHIELD	1
ADHESIVE & GLUE	1
COMPLETE VEHICLE SEATS UPHOLSTERY	1
PAINTING MATERIALS (COMPLETE BODY)	1

		Additional Job Completionn : <input type="checkbox"/> Value : <input type="checkbox"/> Project Estimate w/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 Sitting: <input type="checkbox"/> <input type="checkbox"/> Job Completion Notification: <input type="checkbox"/>	2 Signed 1 Date: _____ Time: _____ 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: Dt: _____ 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) : <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: ABDULAZEEZ ADAVIRUKU YUSUFF		