



# 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>	UNIVERSITY OF ABUJA / KJ417777	<b>Date:</b>	24th Jan, 2022
<b>Organization:</b>	UNIVERSITY OF ABUJA	<b>Reg. No:</b>	50Z 02 FG
<b>Vin/Chasis No:</b>	RKLBL9HE4J5264530	<b>Odometer Reading:</b>	49,446KM
<b>Phone Number:</b>	08037427986	<b>E-mail:</b>	
<b>Vehicle Make:</b>	TOYOTA COROLLA	<b>Model Number:</b>	ZRE173L-GEXDKV
<b>Address:</b>	UNIVERSITY OF ABUJA		

Item Description	Quantity
REPAIR OF BODY E.C.U - - /	1
RE FIXING OF REAR WINDSHIELD - - /	1
REPAIR OF BOOT - - /	1
BOOT PINS - - /	15
ADHESIVE & GLUE - - /	1
EXHAUST BOLTS - - /	4
EXHAUST GASKET - - /	2

		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 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: 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 _____	
<b>Other Findings :</b>  		<b>Actual Hours Clocked:</b> _____	<b>Technician Name:</b> _____
<b>Job Completion Notification:</b> Date: _____ Time: _____		<b>Quality Control Staff:</b> _____	
Delivered to Owner / Family / Other ( _____ )			

<div>P.S.F.U. (Plan):</div> <div>Date: _____ Time: _____</div>	<div>Contact Info:</div> <div>Telephone No: _____ (Home/Business/Mobile)</div> <div>Email: _____</div>
<div>P.S.F.U (Actual):</div> <div>Date: _____ Time _____</div>	<div>Customer: Owner / Family / Other ( _____ )</div>
<div>P.S.F.U (GJ) :</div> <div><input type="checkbox"/> Fixed</div> <div><input type="checkbox"/> Followup Status (Follow up Again</div> <div>Date: _____ Time: _____</div> <div><input type="checkbox"/> Not Fixed (Appointment Date/Time)</div> <div>Date: _____ Time: _____</div>	<div>Staff Name: _____</div> <div>Confirmed By: _____</div> <div>Supplied By: _____</div> <div>Issued By: _____</div> <div>Order By: SAMUEL YUSUF FUNDA</div>