



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

Customer Name/ID:	MERCY CORPS / KJ414750	Date:	13th Apr, 2022
Organization:		Reg. No:	GWA 832 GP
Vin/Chasis No:	JTEBL29J805057682	Odometer Reading:	290622KM
Phone Number:	08035888424	E-mail:	
Vehicle Make:	Toyota Landcruiser Prado	Model Number:	TRJ120L-GKMEK
Address:	166 UMARU DIKKO STREET JABI ,ABUJA		

Item Description	Quantity
CLUTCH PLATE	1
CLUTCH DISC	1
GEAR OIL	1
SPARK PLUGS	4
IGNITION COIL	2
SERVICING OF NOZZLE AND THROTTLE BODY	1
BRAKE FLUID	3
FUEL FILTER	1
CENTRE BOLT	2
EXHAUST CONE	1
EXHAUST GASKET	2
BOLT AND NUT	6

		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 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: _____
Change of Delivery Time: Additional Jobs /Job Stoppage/Others Completion Changed: _____ Other Findings : _____		Job Time: Job Start: Date _____ Time _____ Job Completion: Date _____ Time _____ Actual Hours Clock: _____ Technician Name: _____ Quality Control Staff: _____ 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"/> <input type="checkbox"/> Fixed <input type="checkbox"/> <input type="checkbox"/> Followup Status (Follow up Again Date: _____ Time: _____ <input type="checkbox"/> <input type="checkbox"/> Not Fixed (Appointment Date/Time) Date: _____ Time: _____	Staff Name: _____ Confirmed By: _____ Supplied By: _____ Issued By: _____ Order By: OGHLE GIFT USIAKPENEBRO