

2/4/8

INSRS:
WSP:
Tel :
Liability :
RMKS:

Date/ Time		STAGE		DATE / PIC	
8/1/80357. call (m17217 917) m17217. 000 17/9/17 ~ NS (M1 650 77 29) H17601; 000 27/4/16 SUE 8898 2. x		Non-Reporting ltr (1st):			
		Non-Reporting ltr (2nd):			
		Non-Reporting ltr (Final):			
		Notification ltr (if non-pickup):			
		Call OI:			
		After call ltr to OI:			
		Documentation Check List:		Handler	Typist
		Notification ltr (if non-pickup)		☐	☐
		After call ltr to OI:		☐	☐
		Authorisation To Act:		☐	☐
Release Voucher:		☐	☐		
Final Repair Bill:		☐	☐		
Car Rental Invoice:		☐	☐		
Towing Invoice		☐	☐		
LTA / GIA :		☐	☐		
Medical Bill:		☐	☐		
PIR:		☐	☐		
Mandate/Reject Instruction:		☐	☐		
LOD		☐	☐		
Payment Breakdown Form:		☐	☐		
PRELIMINARY ADVICE		Date/Time:	Sent By:	Post-Repair Photos:	☐
				Others:	☐
FINALIZATION		Date/Time:	Confirm with:	Confirm by:	
Repair Cost:	S\$	(days)	Reduction: %	Email ☐	Call ☐
FINAL SETTLEMENT		Date/Time:	Confirm with	Email ☐	Call ☐
Final Liability:	%	(Agreed / Assessed) BOLA S/N No. :		If NO or B 28, Ass. Lia :	
Repair Cost:	S\$				
Loss of Rental (LOR):	S\$	(days)			
Loss of Use (LOU):	S\$	(\$ x days)			
Loss of Income (LOI):	S\$	(\$ x days)			
LOR only ☐	LOU only ☐	LOR + LOU ☐	LOR + LOI ☐	[Tick only one]	
GIA/LTA Search	S\$				
Medical:	S\$			1) Claim status: Normal/Reject/Private Settle	
Disbursement:	S\$	(e.g. Tow/ Independent)		2) Report Format:	
Legal Cost	S\$			3) Survey fee:	
Total:	S\$	Global Sum S\$:			
FINAL PAYMENT		Date/Time:	Confirm with:	Email ☐	Call ☐
Payee 1:	S\$	Name 1:			
Payee 2: (Strike if N.A.)	S\$	Name 2:			
Payee 3: (Strike if N.A.)	S\$	Name 3:			

Team: ARC Repair TP(CLS0)1

JOB CARD Sales Order:

JC NO 305137258

ISTOMER
VMS COMFORT TRANSPORTATION PTE LTD
STOMER NO 7010045
DRESS 383 SIN MING DRIVE
Singapore SINGAPORE 575717
65508755
(R) (O)
(P)

REGN NO: SHC8055D	MILEAGE
MAKE: MERCEDES BENZ	FUEL E.....1/2.....F
MODEL E220CDI (E6)	DATE/TIME IN 02.04.2018 10:10
YR OF MANU 28.05.2015	TARGET DATE
CHASSIS CODE WDD2120012B171814	COMPLETION DATE/TIME:

ICOUNT CARD NO.

JOB DESCRIPTION

Accident Date: 01.04.2018
NATURE: 3P 01.04.18

S/NO LABOR CODE DESCRIPTION

CHECKED & PASSED OUT BY:

SERVICE ADVISOR

CUSTOMER'S SIGNATURE

Acknowledgement Slip

Exit Pass

No.: SHC8055D FZ AIG LKK

Vehicle No.: SHC8055D

Signature of Service Advisor

Signature/Date

Name of Service Advisor

Date

Returned to Service Reception upon collection

To be kept by Security Guard