

REF: C/TP18032969/DC Special Instruction:

ASS. REC. BY:

REF:

C1/TP18022969/DC

Special Instruction:

SURVIVOR :

ASSIGNMENT (Office)

From (Person):

at Rally Pickdrop

Date/Time:

11/2/2018

Estimated Cost:

Bill to:

OD+TP+WS+TP RES / OD RES / EVA / INV / MV / CS

To inspect Vehicle No: RBAH372060AC38544

Insured:

at Workshop m/s

Tel:

of

Policy No.

Claim No: WBA4 S72060 AC 38514

Sum Insured:

Excess:

Make of Veh:
(Client's Record)

D.O.A.

CA / REV / REP. / REV 24 HRS

H.O.D. Endorsement:

Date/Time:

Person Contacted:

Vehicle IN/OUT

Date/Time

Action/Instruction ()	Estimate
1. Review the project scope and objectives.	
2. Identify the key stakeholders and their roles.	
3. Develop a detailed project plan.	
4. Allocate resources and assign tasks.	
5. Monitor progress and adjust the plan as needed.	
6. Communicate regularly with stakeholders.	
7. Complete the project and evaluate the results.	

Estimate