



Scope of Work
Home Team Agency
MHA Job Card No :

SMRT Reference No: 622 /CNB/4W/17/07/002

SCOPE OF WORK

- 1 To provide labour, materials, transportation, tools and parts and others deemed necessary to carry out the following repairs:

VEHICLE TYPE	CAR	REGISTRATION NO	SJY2358E (QX622C)	REPAIR TYPE	Accident repair
MAKE/MODEL	Nissan Sylphy	UNIT		CONTRACTOR	SMRT

S/N	ITEM DESCRIPTION	PARTS				LABOUR			
		PARTS QTY			PARTS COST PER UNIT (\$)	TOTAL PARTS COST (\$)	MAN-HOUR RATE (\$)	MAN-HOUR QTY	TOTAL MAN-HOUR COST (\$)
SCOPE OF REPAIRS									
A Labour									
1	Remove front bumper			NA		\$59.00	0.5	\$29.50	
2	Replace front bumper			NA		\$59.00	1.5	\$88.50	
3	Remove FLH fender for repair.			NA		\$59.00	1.5	\$88.50	
4	Replace FLH fender			NA		\$59.00	1.5	\$88.50	
5	Remove front LH headlamp			NA		\$59.00	0.5	\$29.50	
6	Replace Front LH headlamp			NA		\$59.00	0.5	\$29.50	
7	To putty & spray paint front bumper			NA		\$59.00	4	\$236.00	
8	To putty & spray Paint FLH fender			NA		\$59.00	3	\$177.00	
SUB TOTAL							13	\$767.00	
B Materials									
1	Front LH headlamp assy	1			\$420.00	\$420.00		NA	
3	Front bumper	1			\$456.00	\$456.00		NA	
SUB TOTAL								\$876.00	
C Collection & Delivery									
1	Towing Service from STN - WKSP		NA			\$138.60	1	\$138.60	
2	Return Service from WKSP - STN		NA			\$44.10	1	\$44.10	
SUB TOTAL								\$182.70	
D ADDITIONAL SERVICES									
1	Admin Support			NA		\$28.00	0	\$0.00	
SUB TOTAL								\$0.00	
COSTING					TOTAL PARTS COST			\$876.00	
					TOTAL MAN-HOUR COST			\$767.00	
					TOTAL ADMIN SUPPORT COST			\$0.00	
					TOTAL PARTS COST + TOTAL MAN-HOUR COST + Collection & Delivery			\$1,825.70	
Contractor shall complete the entire repair within 4 working days upon approval date									

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Verification of Scope of Work					
Contractor QC		Home Team QC / Fleet Manager / Appointed Surveyor		Home Team Contract Manager (Asst Dir for repairs < \$5000 Director for repairs up to \$750,000)	
Name	KONG SEW KUI	Name		Name	
Signature		Signature		Signature	
Date	14.02.2019	Date		Date	

Scope of Works must be verified by Home Team Contract Manager before works can begin

Verification of Completed Repairs					
Contractor QC		Home Team QC / Appointed Surveyor		Home Team Contract Manager / Fleet Manager	
Name		Name		Name	
Signature		Signature		Signature	
Date		Date		Date	

All completed repairs must be verified by Home Team Contract Manager / Fleet Manager before payment can be made