

Date/ Time			STAGE	DATE / PIC
			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)	<input type="checkbox"/> <input type="checkbox"/>
			After call ltr to OI:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Authorisation To Act:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Release Voucher:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Final Repair Bill:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Car Rental Invoice:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Towing Invoice	<input checked="" type="checkbox"/> <input type="checkbox"/>
			LTA / GLA :	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Medical Bill:	<input type="checkbox"/> <input type="checkbox"/>
			PIR:	<input type="checkbox"/> <input type="checkbox"/>
			Mandate/Reject Instruction:	<input checked="" type="checkbox"/> <input type="checkbox"/>
			LOD	<input checked="" type="checkbox"/> <input type="checkbox"/>
			Payment Breakdown Form:	<input type="checkbox"/> <input type="checkbox"/>
			Post-Repair Photos:	<input type="checkbox"/> <input type="checkbox"/>
			Others:	<input type="checkbox"/> <input type="checkbox"/>
<b>PRELIMINARY ADVICE</b> Date/Time:      Sent By:				
<b>FINALIZATION</b> Date/Time:      Confirm with:      Confirm by:				
Repair Cost:	L/S	S\$ 7,200.00	( 12 days) Reduction: 41,434.00/85 %	Email <input type="checkbox"/> Call <input type="checkbox"/>
<b>FINAL SETTLEMENT</b> Date/Time: 20/10/2020      Confirm with YVONNE      Email <input type="checkbox"/> Call <input type="checkbox"/>				
Final Liability:	%	100	(Agreed / Assessed) BOLA S/N No. : 27	If NO or B 28, Ass. Lia :
Repair Cost: (w/ GST)	S\$	7,704.00		
Loss of Rental (LOR):	S\$	1,440.00	( 12 days) X \$120	
Loss of Use (LOU):	S\$		(\$ x days)	
Loss of Income (LOI):	S\$		(\$ x days)	
LOR only <input checked="" type="checkbox"/> LOU only <input type="checkbox"/>		LOR + LOU <input type="checkbox"/>	LOR + LOI <input type="checkbox"/> [Tick only one]	
GIA/LTA Search	S\$	36.45		
Medical:	S\$			
Disbursement:	S\$	120.00	(e.g. Tow/ Independent )	1) Claim status: Normal/Reject/Private Settle
Legal Cost	S\$			2) Report Format: TP
				3) Survey fee: \$600
<b>Total:</b>	S\$	9,300.45	<b>Global Sum S\$: 9,300.00</b>	
<b>FINAL PAYMENT</b> Date/Time:      Confirm with:      Email <input type="checkbox"/> Call <input type="checkbox"/>				
Payee 1:	S\$	9,300.00	Name 1: RICO 60 AUTO SERVICES PTE LTD	
Payee 2: (Strike if N.A.)	S\$		Name 2:	
Payee 3: (Strike if N.A.)	S\$		Name 3:	