



JOB REQUISITION FOR BREAKDOWN / TOWING SERVICE

Job Requisition

1. Date: 4-12-2022 Time Received: 0830

2. ☐ New ☐ SPARK Kakis

Name of Customer: Mr Tok

Contact No.: 97836011

Vehicle No.: SH68294

Make / Model / Colour: J40

Email:

3. Vehicle Type:

- ☐ Private
☒ Taxi (CTPL/CCPL)
☐ Fleet
☐ STK (Boon Lay)

4. Type of Towing:

- ☐ Normal Tow
☒ King Dolly
☐ Flat Bed
☐ Crane-up

5. Nature of Service:

- ☐ Jumpstart
☐ Recovery
☐ Change Tyre / Battery

6. Parts Replaced/Remarks:

7. Location:

10 Siglap Link

9. Preferred Workshop:

- ☐ Braddell ☒ Loyang ☐ Pandan
☐ Sin Ming ☐ Sungei Kadut ☐ Ubi
☐ Komoco (UBI / Leng Kee) ☐ Cycle & Carriage (PD)
☐ Others:

8. Vehicle Tow - In Workshop:

- ☐ Smoky Exhaust ☐ Wheel Jammed
☐ Overheating ☐ Steering Faulty
☐ Brake Faulty ☐ Alternator Faulty
☐ Starting Problem ☐ Loss Power
☒ Accident ☐ Engine Stalled
☐ Return Taxi

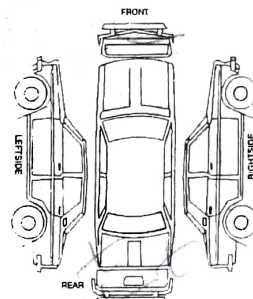
10. Odometer Reading:

Fuel Level:

F 1/4 1/2 3/4 E

11. Radio / CD Player

- ☐ OK
☐ Faulty
☐ Not tested



: Cracked X : Dented
/ : Scratched O : Missing

Signature of Customer

Job Attended

12. Tow Truck / Recovery Van: ☐ VRS ☐ QA ☒ GAO ☐ OTHERS

Name of Driver:

Michael

Vehicle No.:

GBF 901

Time Dispatch:

0830

Time of Arrival:

0900

Time Completed:

0940

Cash Invoice Details (if applicable)

13. Cash Invoice No.:

Customer Acknowledgement

- a. I have been advised to remove all valuable items in my vehicle, including Global Positioning System (GPS), audio compact disk, thumbdrive, carpark coupons, cash cards, spectacles, pen, etc.
b. I understand that any items left behind are at my own risk and SPARK Car Care™ will not be held liable for such losses.
c. Surcharge: Towing fee will be levied if the customer decides neither to tow nor proceed with the repairs in SPARK Car Care™.

4-12-2022

Date

0940

Time

Signature of Customer

4. WORKSHOP

Name of Attending Staff/Guard

Date & Time of Arrival

Signature of Attending Staff/Guard

WORKSHOP COPY