



JOB REQUISITION FOR BREAKDOWN / TOWING SERVICE

Job Requisition

1. Date: 27-5-23 Time Received: 00.15		3. Vehicle Type:	4. Type of Towing:
2. ☐ New ☒ SPARK Kakis		☐ Private	☐ Normal Tow
Name of Customer :		☐ Taxi (CTPL/CCPL)	☒ King-Dolly
Contact No. : 8533 3274		☐ Fleet	☐ Flat Bed
Vehicle No. : SHA 25521C		☐ STK (Boon Lay)	☐ Crane-up
Make/Model/Colour :		5. Nature of Service:	6. Parts Replaced/Remarks:
Email : 10m12		☐ Jumpstart	
		☐ Recovery	
		☐ Change Tyre / Battery	

7. Location: Sungei Kadut	8. Vehicle Tow - In Workshop:
9. Preferred Workshop:	☐ Smoky Exhaust ☐ Wheel Jammed
☐ Braddell ☐ Loyang ☐ Pandan	☐ Overheating ☐ Steering Faulty
☐ Sin Ming ☐ Sungei Kadut ☐ Ubi	☐ Brake Faulty ☐ Alternator Faulty
☐ Komoco (UBI / Leng Kee) ☐ Cycle & Carriage (PD)	☐ Starting Problem ☐ Loss Power
☐ Others:	☐ Accident ☐ Engine Stalled
	☐ Return Taxi

10. Odometer Reading :	11. Radio / CD Player
Fuel Level : F 1/4 1/2 3/4 E	☒ OK
	☐ Faulty
	☐ Not tested

Job Attended		# : Cracked X : Dented / : Scratched O : Missing
12. Tow Truck / Recovery Van ☐ VRS ☒ QA ☐ GAO ☐ OTHERS		
Name of Driver : LICH		
Vehicle No. : (P/M)		
Time Dispatch :		Signature of Customer
Time of Arrival :		
Time Completed :		

Cash Invoice Details (if applicable)

3. Cash Invoice No. :

Customer Acknowledgement

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.

I understand that any items left behind are at my own risk and SPARK Car Care™ will not be held liable for such losses.

Surcharge: Towing fee will be levied if the customer decides neither to tow nor proceed with the repairs in SPARK Car Care™.

Date: 27-5-23	Time:	Signature of Customer:
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4. WORKSHOP

Name of Attending Staff/Guard	Date & Time of Arrival	Signature of Attending Staff/Guard
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