CAR SERVICE CITY

BOLT REQUESTS

- ## Reasons why the checklist is required.

  When a branch requests a Bolt ride for a customer, it is important that all the information is captured on the Bolt process sheet. This sheet allows each branch to control all requests for Bolt and is required by Head Office in order to check all invoices received for payment.

- ## Bolt Excel Sheet

  The Bolt Excel sheet needs to be updated each time a ride is requested, the information needs to be completed in full for all rides.

  Name of the customer
  Job Card Number
  Distance travelled
  Amount charged
  Bolt drivers name
  Reason for the ride

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- ## Submission of Bolt Sheet

  Please submit Bolt process sheets to the below head office representative by the 1st of every month:

  Pamela Hove <Phove@ccholdings.co.za>

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