



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

INTELLECTUAL PROPERTY OF
CAR SERVICE CITY ///

- **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>



CAR SERVICE CITY

REQUESTING A BOLT FOR A CUSTOMER	
Branch:	
Manager:	
Date:	

Step No	Process	Completed	Action
1	Request a ride using the Bolt website & enter all required information on the site		
2	The requested ride has been confirmed		
3	Record the below details on your branch's Bolt Excel sheet immediately after the trip is booked		
3.1	Name of the customer		
3.2	Job Card Number		
3.3	Distance travelled		
3.4	Amount charged		
3.5	Bolt drivers name		
3.6	Reason for the ride		
4	Check the amount captured on the Excel corresponds to the amount on the Bolt dashboard.		
5	Excel sheet to be updated after every ride		
6	Sheet to be submitted to Head office by 1st of every month.		