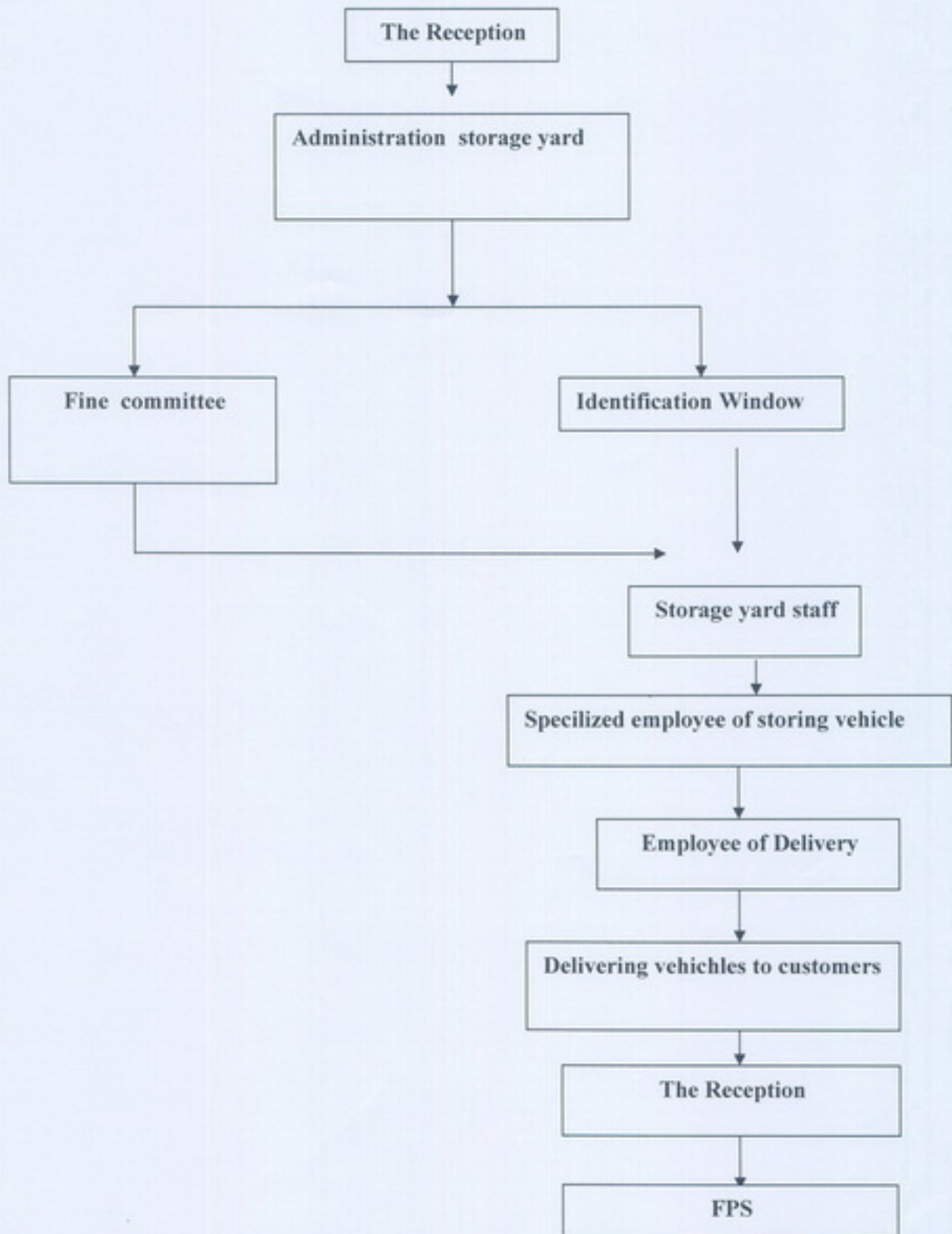
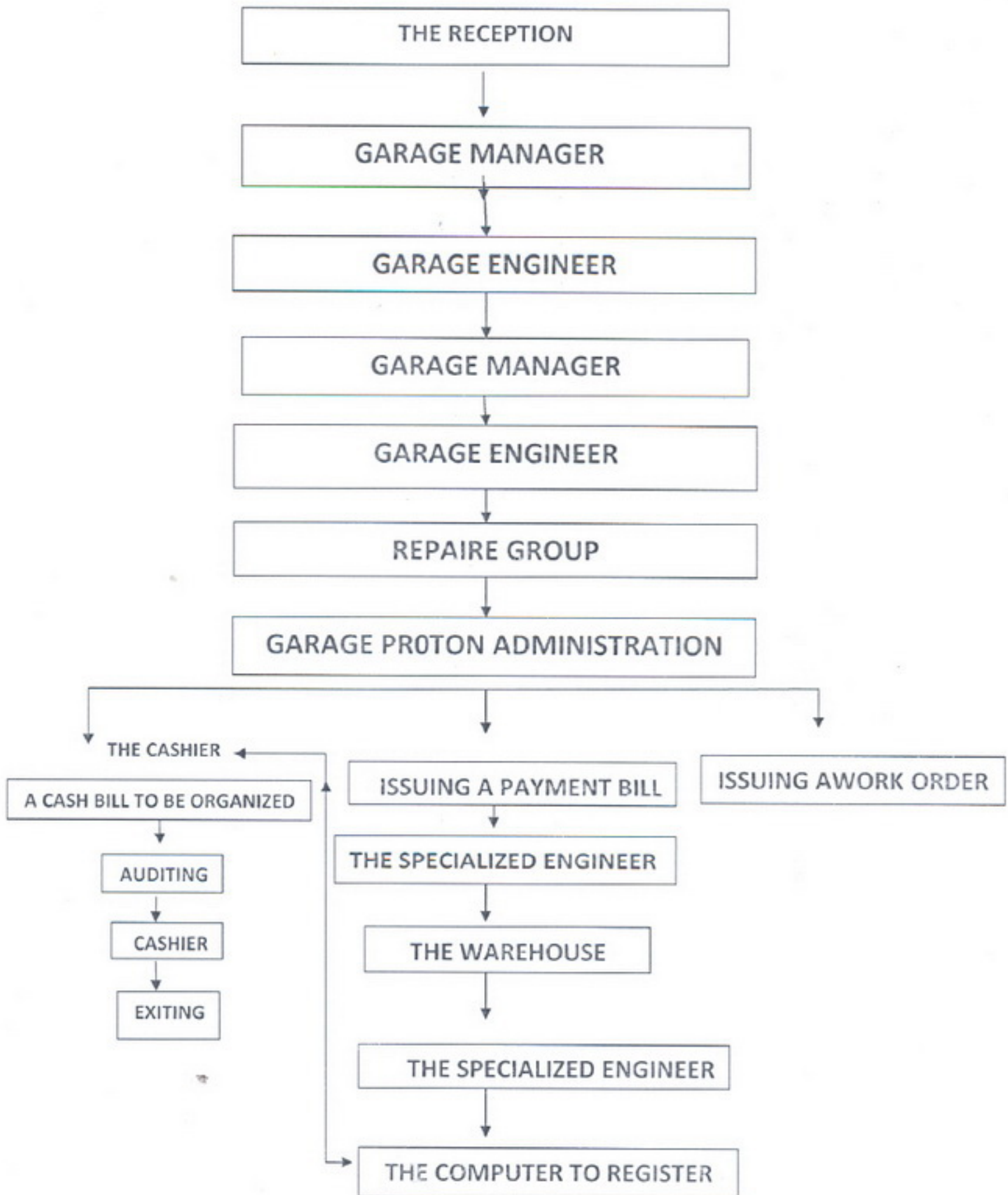


Planning guide of Following up customer's file of Vehicle's Receipt

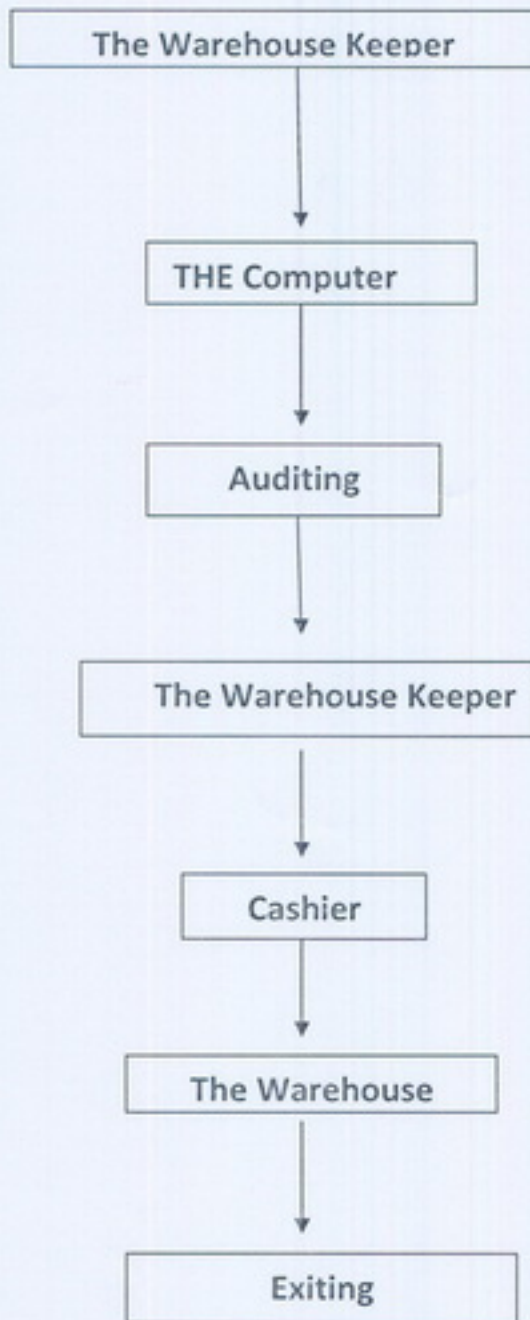


Planning Guide Of The Customer's Attendance to the Company's Garages



A Guide of CUSTOMER'S PURCHASE OF SPARE PARTS FROM THE COMPANY WAREHOUSES

(DIRECT SALE)



LOTTERY SYSTEM

The Begining



Presenting all the documents reguired with the cheque



A voucher of delivery of the file and cheque



Avoucher of receipt to be cut by the Treasury unit after The Cheque Confirmation



The file to be transferred to the computer to issue a delivery order
According to serial



Auditing



Approval of the authorized manager



A delivery order to be given to the Customer and a copy To the General traffic directorate



The End

* ACD be sent to the General traffic Directorate every (10 days)

PROJECTS

The Begining



The Letter of The Involved Governorate with a List of Names



The Cheques to Be Sent to the Financial Department In Order To Supply Us with the Cash Voucher



A copy of The Letter with the Documents to Be Presented and a voucher Of Delivery of the File to Be Given to the Customer



The File to be identified and to be Send for Auditing



To be Send to Computer to Issue the Order Delivery according To Serials

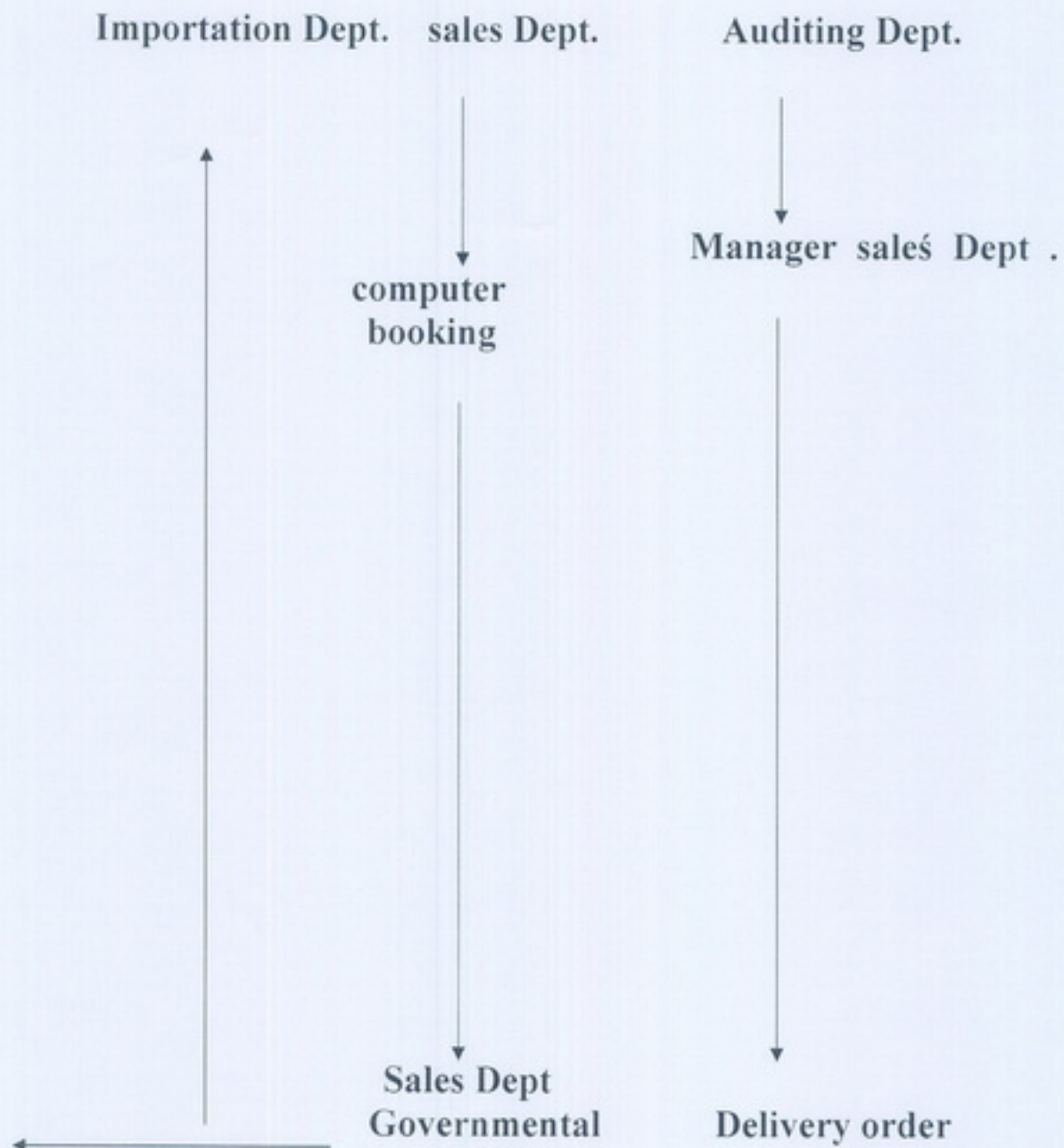


An Order of Delivery to Be Delivered To the Customer and to the General Traffic Directorate



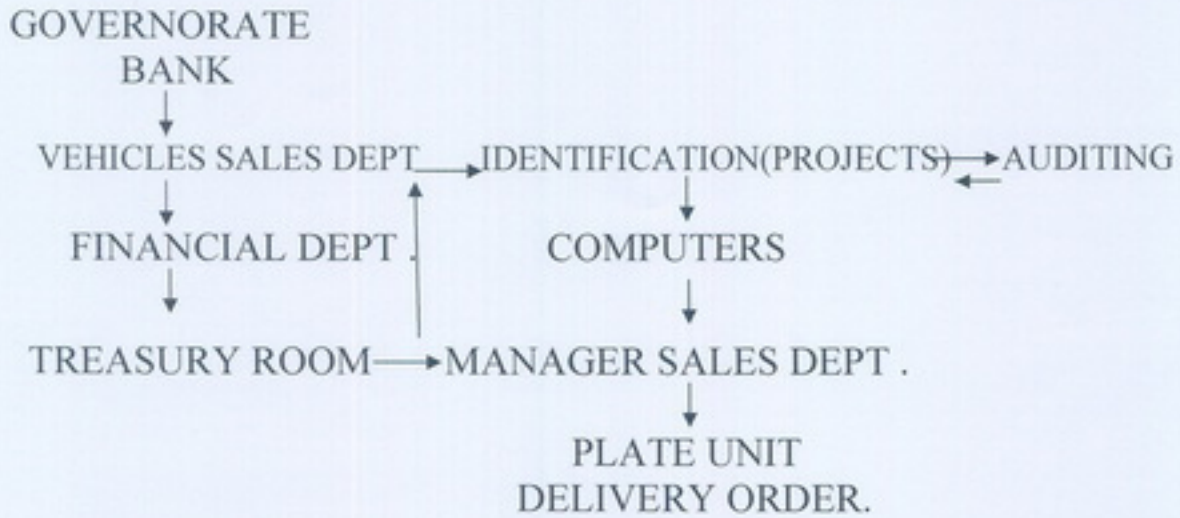
THE END

**The customer attendance Guide to the vehicl s
Sales Departemnt
(Governmental)**

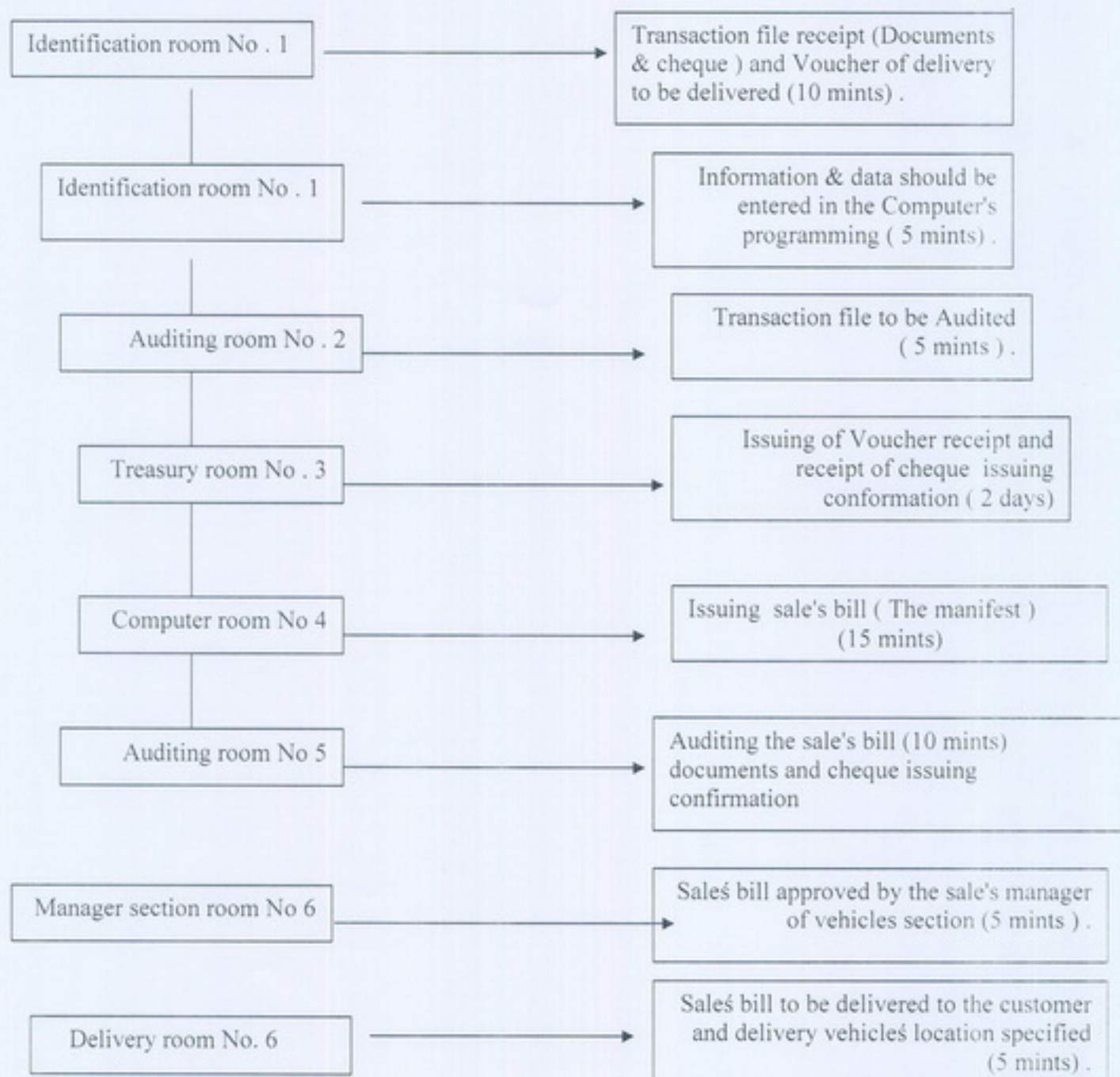


GUIDE OF FOLLOWING UP CUSTOMER'S FILE IN VEHICLE'S SALES DEPT

PROJECTS



General Automobile & Machinery Trading Company
(Marketing Department)
Guide of Following up customer's files



dependant Banks

- 1- Rafidain Bank- Hay Alwahda branch
- 2- Rafidain Bank- Qaser AL-abyath branch
- 3- AL Rasheed Bank-Zayouna branch
- 4- AL-Rasheed Bank-AL-Shaab Stadium branch
- 5- United Investment Bank-AL-thalaathaa Shopping centre branch

Required Documents

- 1- Purchase agreement of the vehicle
- 2- Personal documents (origin ©)
- 3- Cheque covering vehicles amount
- 4-Confirmation issuing cheque