

To: **Atlantic Travel Pte. Ltd.**

TEL: **6261 2278 (Hotline) 10a.m. – 6p.m.**

Fax: 6261 2287

WORKS ORDER

Part 1: Works Order (One-Way Trip/ Two-Way Trip)

To send booking form in PDF to Tety & Serene via email. File can be edited in PDF.

Date of Works Order:	Works Order Reference No: MOESCHEPO25039587 AOR No: MOESCHEAR25032765
Name of Teacher-In-Charge: <small>(Refer to Point of Contact)</small> Signature of Teacher-In-Charge:	Department/CCA:
Mobile:	

No.	Date & Day of Service	<ul style="list-style-type: none"> • One-Way • Two-Way 	No. of Buses	Class	No of Students & Adults	Type of Bus: - 44/45 Seater - 19/20 Seater - 10/11 Seater	Time of Pick-up	Time of Return	Pick-up Point (with full address)	Drop-off Point (with full address)
1										
2										

Remarks:

NOTE: For bus bookings to school between **6:30am to 7:30am** and **1:15pm to 1:50pm**, bus will need to wait outside the school gate. Bus will only enter the school premise **AFTER** students are ready for immediate pick up at the porch during this period.

☐ **Affected** ☐ **Not Affected**

Part 2: Confirmation – To be filled up by Contractor

Confirmation No:		Date of confirmation:
Name of Staff:		Signature of Staff:
Name of Bus Driver(s):		Mobile number of Bus Driver(s): Bus plate numbers:

Remarks: