EASYLIFE SOLUTIONS

EASYLIFE SOLUTIONS (SMC-PRIVATE LIMITED)

Main Sanghar Town Road, Near Fazaia, Rawalpindi
Phone: 0317-1178977

Installment Complete – Return & Clearance Checklist

Customer Details

Customer Name: _____

CNIC No.: _____

Phone No.: _____

File / Account No.: _____

Product Type (Mobile / Bike / Appliance / Other): _____

Product Model / Name: _____

Total Amount Paid: _____

Date of Last Installment: _____

Step 1 — Check the Account (All Products)

- ☐ All installments are paid. No amount is due.
- ☐ No late fee or fine is pending.
- ☐ Checked and matched in the system / ledger.
- ☐ Advance / token receipt copy returned to customer.
- ☐ Post-dated cheques (if any) returned to customer.
- ☐ Returned cheques cancelled in front of the customer.
- ☐ Guarantor's CNIC copy and documents returned or cancelled.
- ☐ Customer's original CNIC copy returned (if kept by shop).
- ☐ Signed agreement marked “COMPLETED” and filed.
- ☐ Clearance letter (“No Due” letter) given to customer.
- ☐ Account status changed to “Closed / Paid” in system.
- ☐ Confirmation message sent to customer (SMS / WhatsApp).
- ☐ Entry made in the completion register.

Step 2A — Mobile Phone (if applicable)

- ☐ Original mobile box returned to customer.
- ☐ IMEI slip / warranty card returned.
- ☐ Purchase receipt / invoice given to customer.

- ☐ Any lock on the phone (app lock / EMI lock) removed.
- ☐ Checked that phone is not blocked or reported lost on PTA/IMEI database.
- ☐ Ownership transfer letter given (if needed).

Step 2B — Bike / Motorcycle (if applicable)

- ☐ Number plate given to customer.
- ☐ Original file (registration book / smart card) returned.
- ☐ Sale letter / ownership papers returned or signed.
- ☐ Blank or security cheque (if kept) returned.
- ☐ Token tax / verification papers handed over.
- ☐ GPS tracker or immobilizer device removed or deactivated.
- ☐ Spare key (if kept by shop) returned.
- ☐ Bike checked in front of customer — condition noted.

Step 2C — Home Appliance / Electronics (if applicable)

- ☐ Original box and accessories returned.
- ☐ Warranty card / service booklet returned.
- ☐ Purchase receipt / invoice given to customer.

Step 3 — Final Sign-Off

_____	_____
Customer Signature	Shop Staff Signature & Stamp

Date: _____