

Directors :

J. E. Percival, F.C.A.
(Chairman)

W. Sellis

E. du Roure

L. Garbe (Managing)

R. Pepperdine, F.C.I.S.
and Secretary

British

British

French

French

British



Trading Estate,

SLOUGH,

BUCKS.



21 MAY 1953

Telephones :

- Slough 23811-6 (6 Lines)

Telegrams :

Citroworks, Slough.

Codes

Bentley, A.B.C. 6th Edn.

YOUR REF.:

OUR REF.:

AGH/ICA

TO ALL CITROEN AGENTS.

MAY 1953

First service after 500 miles on Light 15 and Big Fifteen
and Six Cylinder cars.

Cars delivered on the Home Market.

As it is not always possible or convenient for an Owner of a new car to return to the Agent from whom the car was purchased, we wish to arrange for the first service to be done by any Citroen Agent whom the owner may care to approach.

The Agent who sold the car, and who would normally have carried out the service, being relieved of this obligation, would be debited with the charges, by the Agent who has acted on his behalf. The owner of the car will pay for any oils and greases used, direct to the Agent carrying out the service.

Within the first service the following should be done:-

Change oil in engine, check gearbox level and generally grease car.
(Where disc wheels are fitted, remove the rears to take off the hub caps).
Tighten cylinder head, manifold and carburettor nuts.
Adjust tappets and slow running.
Adjust distributor points and reset ignition timing.
Check sump bolts and tighten if necessary.
Check universal coupling bolts and tighten if necessary.
Check fan belt tension and adjust if necessary.
Check acid level in battery and tighten connections.
Check wheel nuts and tighten if necessary.
Check tyre pressures.

The sum of £1.5.0d. has been fixed for the above, and this is the amount that will be debited by the Agent concerned with the service, to the Agent who sold the car.

Cars delivered under the Export-Home Delivery Scheme.

The arrangement in this case for the first service, is one with which Agents are already familiar. In this case we accept the charge and credit direct, the Agent concerned with the service, against the signed service form and appropriate invoice. There is no change in this scheme.

P.T.O.

One revised form will cover all and a specimen is given below.

When delivery is made at these Works, a form will be supplied, and care should be taken to ensure it is handed over to the purchaser, after the selling Agents name and address have been added. Agents carrying out the service, should obtain this form from the owner before commencing the work. When the service is completed, the form should be filled in and signed by the owner, and sent with invoice to the Selling Agent.

SPECIMEN FORM

TO

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.....

FROM WHOM CAR WAS PURCHASED.

SERVICE AFTER FIRST 500 MILES

THIS SERVICE HAS BEEN CARRIED OUT ON
MY CAR, CHASSIS NO BY:-

.....

.....

.....

CITROEN AGENT.

DATE

OWNERS SIGNATURE

It is proposed to put the scheme into operation from and including Monday, June 8th, and from then one of the forms as per specimen will be issued with each car collected from these Works.

Yours faithfully,
CITROEN CARS LIMITED.

A.G. Hards
SPARES & SERVICE MANAGER.