**A1 Wokingham Loo Hire**

Raising a Hire Contract

Print off purchase order from customer

Check account status

Open

On stop

Open hire contract on the system

Yes

Contact the accounts department to see if the customer is allowed a toilet

No

Put in the correct account code

Ring the customer to advise that their account is on stop and no toilets can be advised without payment

Ring customer for onsite contact if needed

Write the delivery address and onsite contact

Check rate code and the customers set prices

Input codes and prices for correct item required and delivery or collection

Print the delivery note and the hire contract

Write out a service card for the driver with address, site contact, hire start date and the number of toilets

Write out file with contract number, customer name and delivery postcode

Put delivery note in the correct day tray / future work and the file in the correct drawer