**A1 Wokingham Loo Hire**

Raising a Sales Contract (account)

Account customer

Click sales tab

NEW ORDER

In account number type the company’s name

Select correct account

File away

Enter delivery address including contact numbers

Write brown file

Order and delivery dates to match delivery date

If a weekly service: complete job card for driver

Enter their reference i.e. PO no./now order was received

Print each page: hire contract and delivery note

Enter name of who made the order

Push enter so the line saves

Click line to enter item number i.e. toil = service customers own toilet

Enter cost (minus vat) in selling price

Change quantity to correct amount