**A1 Wokingham Loo Hire**

Raising a Sales Contract

Key:

Cash - 

Account - 

Print off purchase order from customer

Cash customer

Account customer

Enter cost (minus vat) in selling price

File away

Click sales tab

Right click on line to enter memo

Select memo

Type instructions/ when service provided will take place

PUSH ENTER so line saves

To print sales invoice click drop down box under the print box

NEW ORDER

In account no. type company name

Click cash tab

Select correct account

Click new customer

To print: check the delivery note and order acknowledgement boxes

Print each page: hire contract and delivery note

Select sales invoice

Change date to delivery date

Preview

If correct select finish and print

If a weekly service: complete job card for driver

Write brown file

Enter customer details in correct fields

Enter delivery address including contact numbers

Click save

Order and delivery dates to match delivery date

Tab back to order

Enter name of who made the order

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

Enter their reference ie. PO no./now order was received

Change quantity to correct amount