**A1 Wokingham Loo Hire**

Raising a Sales Contract (cash)

Cash Customer

Click sales tab

Click save

NEW ORDER

Click cash tab

Click new customer

Enter customer details in correct fields

Tab back to order

Enter delivery address including contact numbers

Change quantity to correct amount

PUSH ENTER so line saves

Enter cost (minus vat) in selling price

Right click on line to enter memo

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

Enter name of who made the order

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

To print: check the delivery note and order acknowledgement boxes

Print each page: hire contract and delivery note

Select sales invoice

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

Type instructions/ when service provided will take place

Select memo

Write brown file

If correct select finish and print

If a weekly service: complete job card for driver

Preview

File away

Change date to delivery date

Order and delivery dates to match delivery date