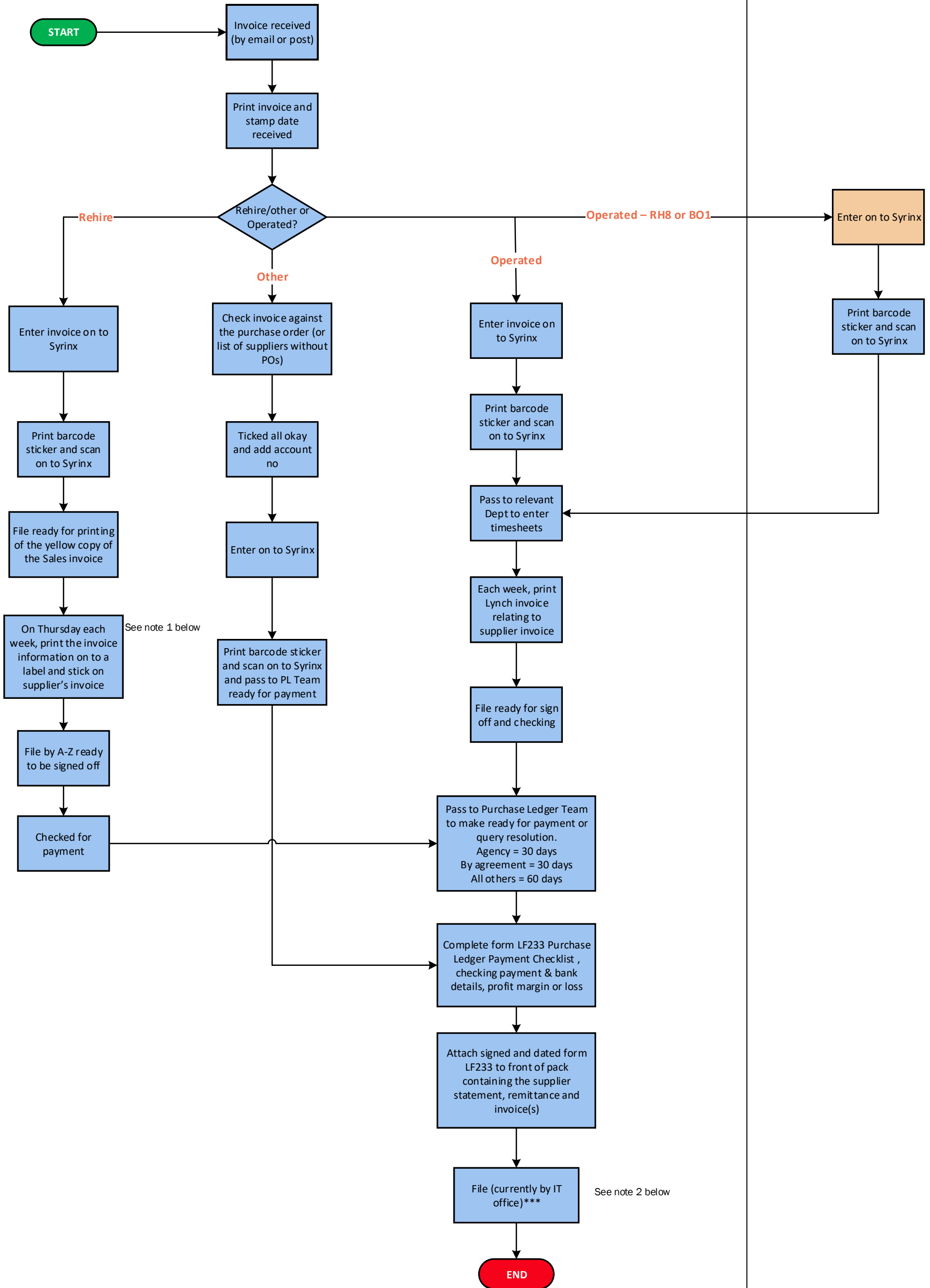


PURCHASE LEDGER

HIRE DESK

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NOTES

- 1. Label includes Hire to and from dates, Rate charged, No. of Days Charged & Invoice Amount
- 2. At end of each February, move files to Archive Room for storage for 7 years. Older records are removed for secure destruction.