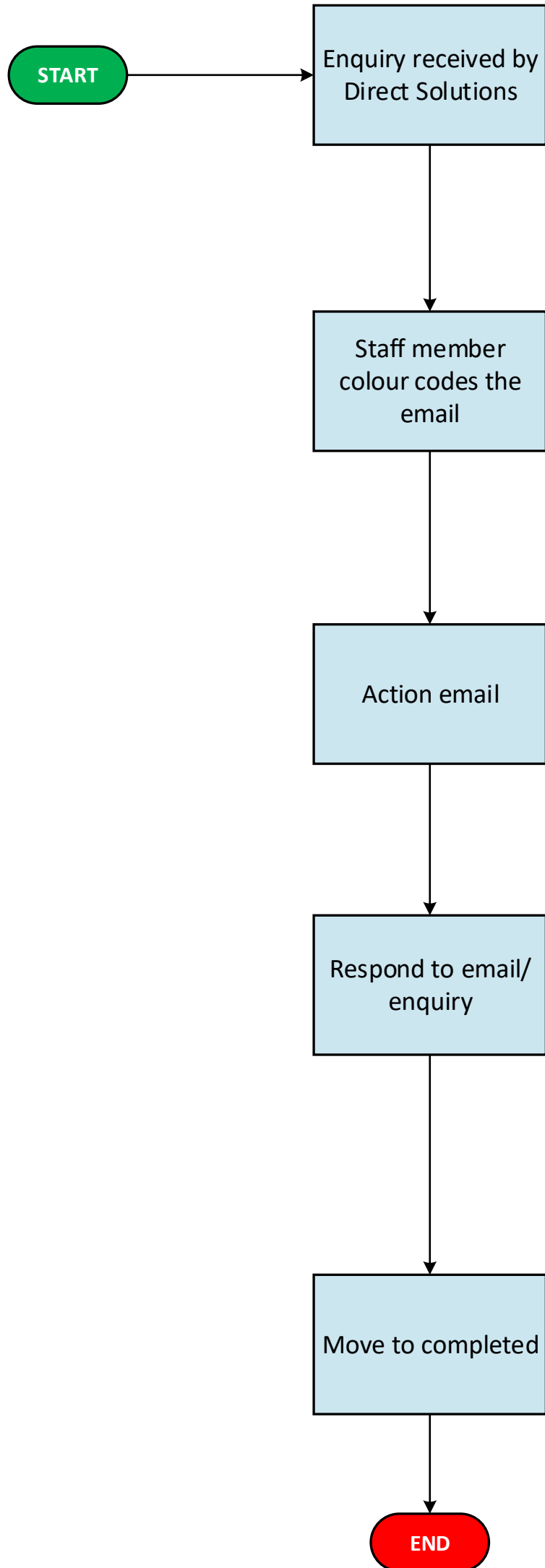


Hire Desk

Internal Use

NOTES



Price request, Order, Off Hire, Query, Internal, Timesheets etc.

Preferably mark-up yourself or if you know who the email is for or relates to mark-up on their behalf. This needs to be done asap so other people do not have to search through emails to see who it is for e.g. internal, supplier and customer responses.

Source, obtain prices, Purchase order to supplier, off hire on system, off hire with supplier, queries etc.

Send quote, email hire confirmation, email off hire number etc.
Hires etc. Drag customer & supplier email chains to contract documents folder so anyone can view the entire process. Make sure you add your email signature when sending from DS email which should be used as much as possible.

Move as soon as the initial email has been actioned e.g. customer quoted, response has been actioned. In theory no emails in the DS inbox should be over 2 days old, excluding weekends.

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