

Internal Use

1. Introduction

L Lynch Plant Hire and Haulage regularly replace plant machinery and equipment to ensure the fleet in use by the business is fit for purpose, reliable and to maximise hire profit.

The Group Buyer has overall management responsibility for ensuring the sale of such items is conducted in accordance with this procedure.

2. Responsibilities

Group Buyer	Sells plant
Service Dept	Prepares plant for sale
Finance Director	Overall management responsibility

3. Scope

This procedure is to be used for the sale of items of plant and equipment.

4. Detailed procedure

- 4.1 The Group Buyer will identify a machine to be sold using the year and month on fleet.
- 4.2 If a machine that has been identified for sale and is on hire, it must be exchanged as soon as it is returned to the depot. The Group Buyer will update the status of the machine on Syrnix by changing it to either 'For Sale' or Sold'.
- 4.3 The Group Buyer will review the condition of the bodywork and issue an instruction to the Service Dept. to carry out respray work if necessary.
- 4.4 The Group Buyer will request the Service Dept. to remove items such as the tracker, slew etc.
- 4.5 The Group Buyer will advertise the machine for sale.
- 4.6 Once a buyer has been sourced, the Group Buyer will raise a pro-forma invoice sending copies to the Finance Director and the customer.
- 4.7 When payment has been received, the Group Buyer will complete the 'sign-out' paperwork and pass to the Finance Director to confirm funds and authorisation have been received for the machine to leave the yard.
- 4.8 A copy of the 'sign-out' paperwork is passed to the relevant Service Dept. with instructions for the machine's final wash and estimated collection time.

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4.9 The driver of the lorry collecting the machine must be asked to complete the 'sign-out' form and it must be returned to the Group Buyer and a copy passed to the Finance Director.

4.10 The Finance Director will raise a full VAT invoice at month end and update Syrnix by removing the item from the fleet list and move to H99 Sold Plant.

4.11 All paperwork must be filed.

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