

Order Form Contract Review**Customer Information:**

- ☐ Name
- ☐ Mailing Address ☐ On File
- ☐ Shipping Address ☐ On File
- ☐ PO#
- ☐ Contact Name
- ☐ Phone #
- ☐ How to Ship

Equipment:

- ☐ Qty
- ☐ Description
- ☐ M/N or P/N
- ☐ Capacity (if applicable)
- ☐ and/or Measurement Canada's Approval # (if applicable)

Other:

- ☐ Our Price (list with discount %)
- ☐ Supplier Name
- ☐ Selling Price
- ☐ Date Order Placed
- ☐ Approximate Delivery Date

Can we meet the customer's requirements?

Yes _____ No _____

Purchase Order Contract Review

PO#: _____

- ☐ Date Ordered
- ☐ Supplier Contact
- ☐ Shipping Instructions
- ☐ Supplier Information
- ☐ Qty
- ☐ Description
- ☐ M/N or P/N
- ☐ Capacity (if applicable)
- ☐ and/or Measurement Canada's Approval # (if applicable)

Other:

- ☐ Pricing Information
- ☐ Special Instructions (if applicable)
- ☐ Purchaser's Signature (name typed in if Generated electronically)

Work Order Contract Review

Work Order #: _____

- ☐ Repair or ☐ New Device

Customer Information:

- ☐ Name
- ☐ Address ☐ On File
- ☐ PO#
- ☐ Contact Name
- ☐ Phone # ☐ On File
- ☐ Mailing/Shipping info if applicable ☐ On Site

Equipment:

- ☐ Make
- ☐ M/N
- ☐ S/N
- ☐ Capacity (if applicable)
- ☐ and/ or Measurement Canada's Approval #

Other:

- ☐ Problem
- ☐ Work Performed
- ☐ Start Date
- ☐ Finish Date
- ☐ Parts Used (Description, Qty, P/N) with Pricing (if applicable)
- ☐ # of Hours for Travel (if applicable)
- ☐ # of Hours for Labour
- ☐ Total # of Hours
- ☐ Rate
- ☐ Inspection Certificate # (if applicable)
- ☐ Technician's Initials (name typed in if generated electronically)

Comments:

** Please note that not all elements apply to every contract review. This is a reference document and doesn't need to be completed for every contract review.*