PROCEDURE FOR WRITING A DELIVERY TICKET

1. In the ACS Service Repair menu, select Job Billing

Graphical user interface, text, application

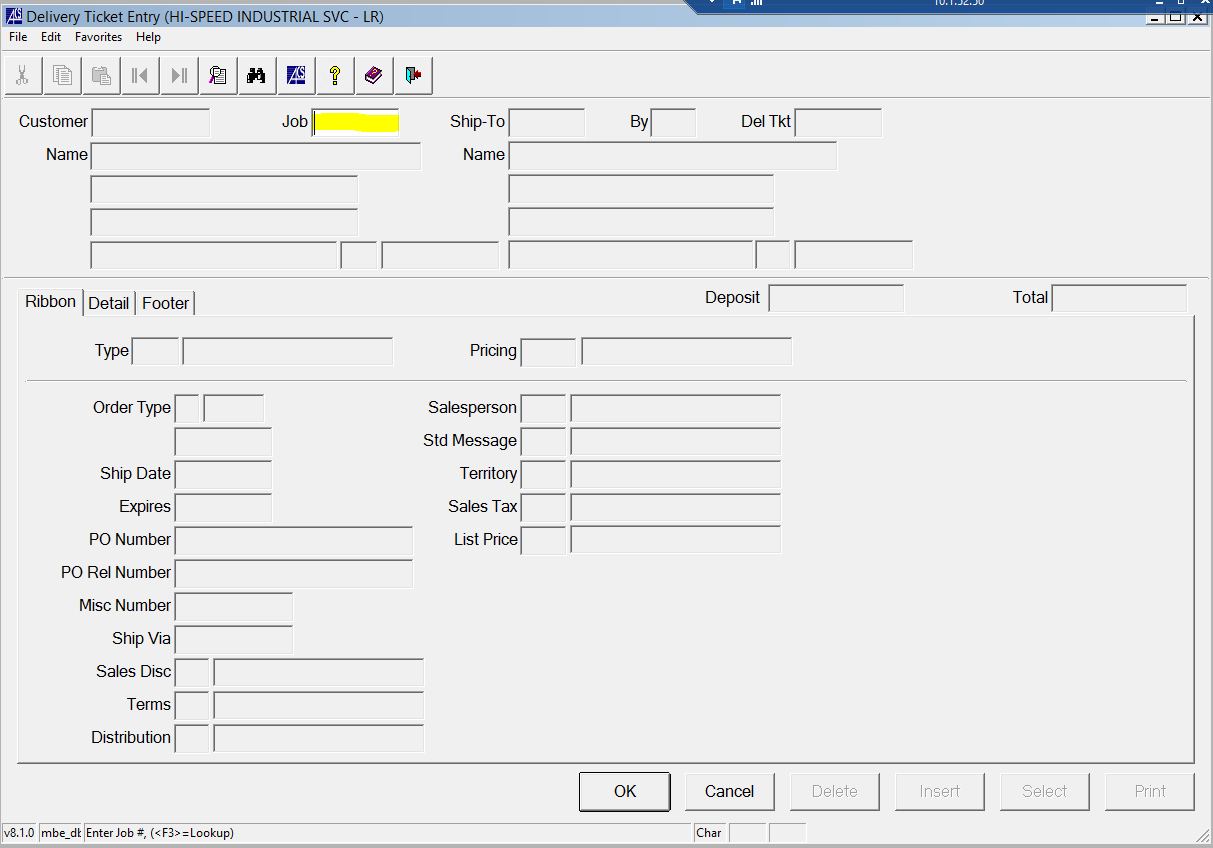
Description automatically generated

1. Select Delivery Ticket Entry

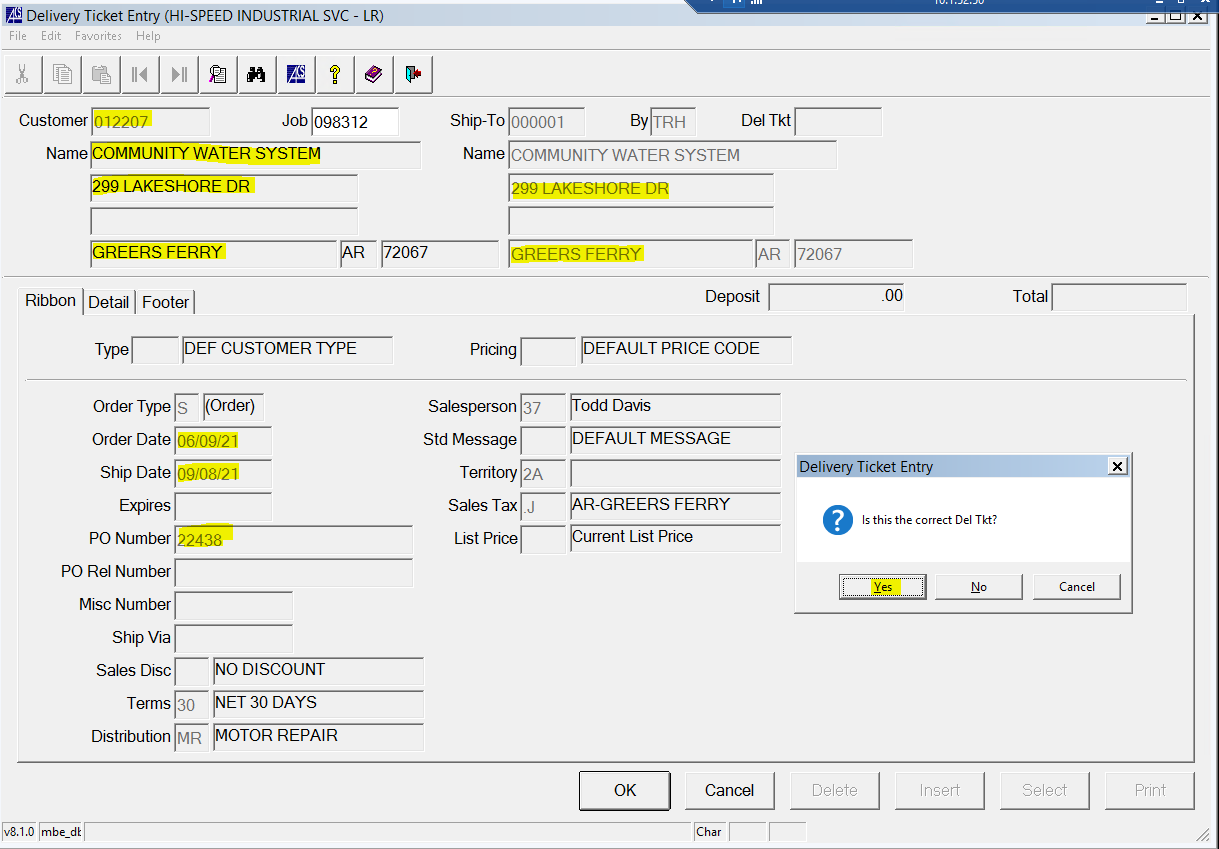
Graphical user interface, text, application, email

Description automatically generated

1. Job – Enter the Job number



1. Verify the Customer and Ship-To are correct, and then select yes when prompted “is this the correct Del Tkt?”
2. Review to ensure that the PO Number, Order and Ship dates are correct. Select OK



1. Review the Detail Tab
   1. Ensure all nameplate info, labor completed, and other info necessary is in the descriptions
   2. Remove the word “Labor” so that the amount listed is just specified as “Total”
   3. Select OK

Graphical user interface, text, application

Description automatically generated

1. Review the Footer
   1. Ensure that the subtotal is correct

Graphical user interface, text, application, Word

Description automatically generated

1. Select Print
2. Select Yes to “Print Prices on the Delivery Ticket”
3. Execute
4. There will be two copies, a customer copy and file copy. The delivery driver will take both copies, and the file copy will be signed and returned to us upon receipt by the customer.