|  |  |  |
| --- | --- | --- |
|  | **ENAS009** | **PURCHASE ORDER REQUEST**  **StoresAdmin@enable.co.nz Phone0800 171 995** |

***To be completed by Subcontractors***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUBCONTRACTOR DETAILS** | | | | | | |
| Subcontractor Name |  | | | | | |
| Technician Name |  | | | | | |
| Phone |  | | Fax |  | | |
| Email |  | | | | | |
| **CLIENT DETAILS** | | | | | | |
| Client Name |  | | | | | |
| Equipment |  | | | | | |
| Asset Number |  | | | | | |
| **Rationale (work required to be completed)** | | | | | | |
|  | | | | | | |
| **PART DETAILS (include full description / part number and supplier)** | | | | | | |
| **Parts Required** | **Description** | **Part #** | | | **Supplier** | **Cost Price ex GST** |
|  |  |  | | |  | $ |
|  |  |  | | |  | $ |
|  |  |  | | |  | $ |
|  |  |  | | |  | $ |
|  |  |  | | |  | $ |
| **Plus 12.5% mark up on cost price**  **NB: the maximum amount for the 12.5% mark up is limited to $150 after which all parts are at cost price** | | | | | | $ |
| **Total Cost of Parts** | | | | | | **$** |
| **Attachments (Photographs, etc)** | | | | | | |
| Total Parts (Cost BFD) | | | | | | $ |
| Mileage | | | | | | $ |
| Labour | | | | | | $ |
| Freight | | | | | | $ |
| **Subtotal** | | | | | | **$** |
| **GST** | | | | | | **$** |
| **Total** | | | | | | **$** |
| **PURCHASE ORDER NUMBER** | | | | | |  |

**Please Note**: Purchase Orders will only be actioned on receipt of this completed form.