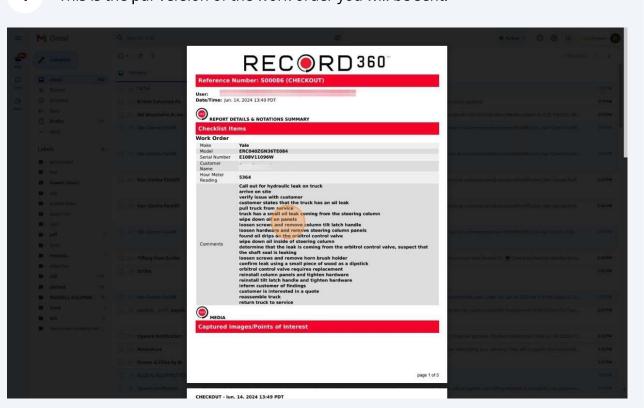# What Van-Centre Forklift Invoices look like and how they relate to Workorders and Quotes
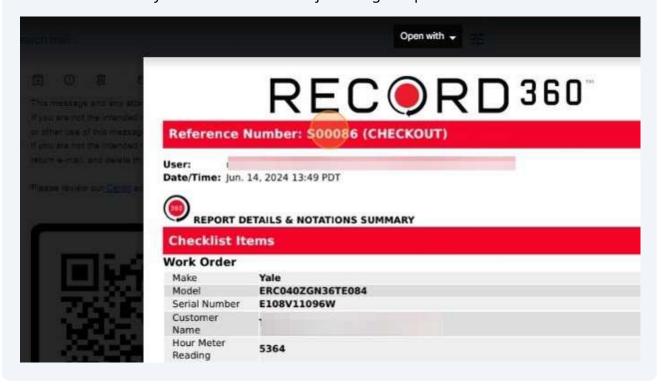
Van-Centre Forklift Invoicing Flow

Work orders

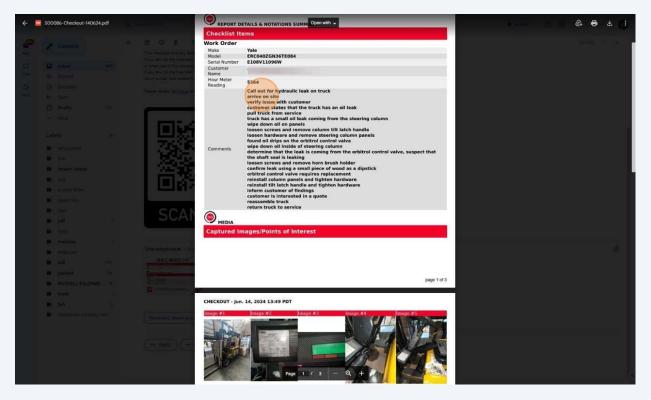**1** This is the pdf version of the work order you will be sent.

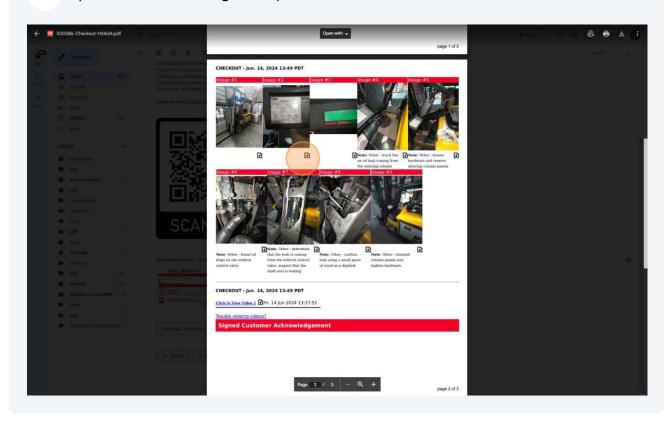**2** This is your job number/ work order number it is referenced for all parts of the job, you will receive a copy of the job to whoever is set as your primary contact via email usually within minutes of the job being completed.

3 This section of the work order provides the information of what we did, and what needs to be quoted.

4   pictures documenting our repair/ what is needed as referenced in comments

Invoices

5

Under "Source" you will see the number of the workorder (see above for reference) , this number is used for most document tracking

Next to that "Reference" is where your PO will Display if you provided one before the work was completed
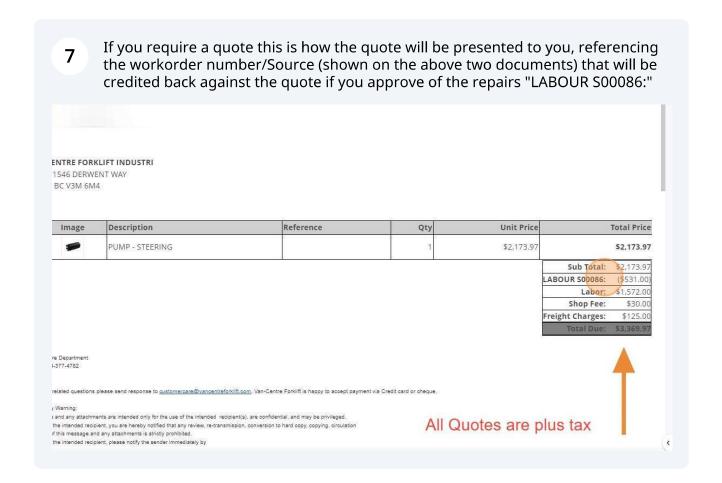

6

This total labour will be credited back if a job is quoted and approved, should you not approve the work the labour will stand and the bill will be due and payable.
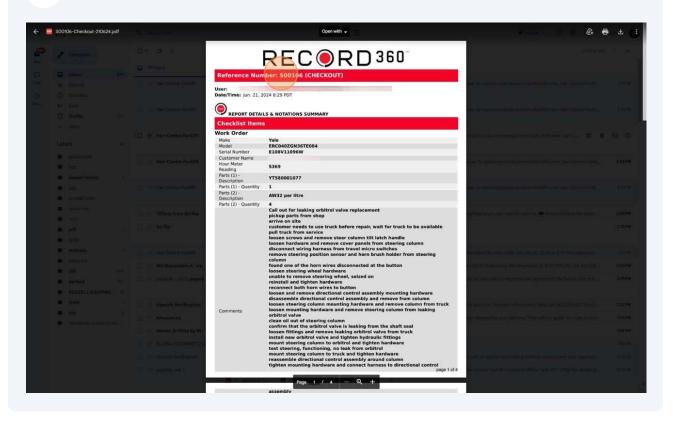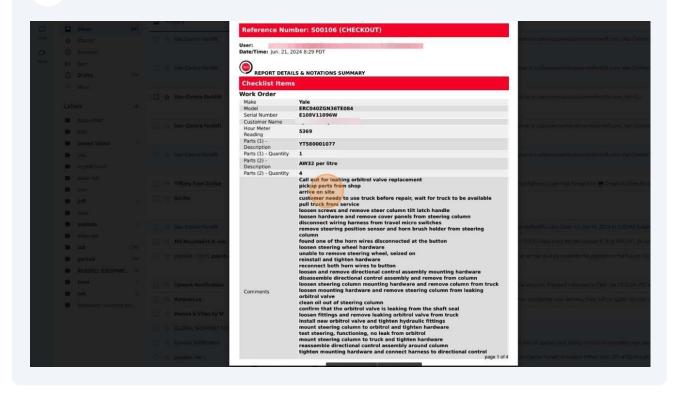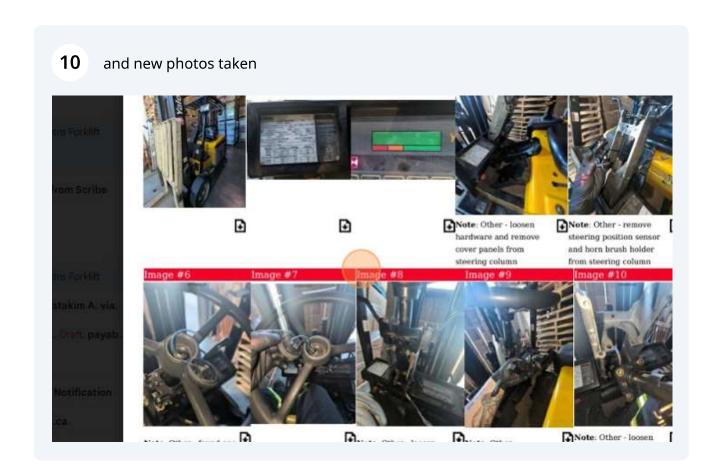
Quotes

7 If you require a quote this is how the quote will be presented to you, referencing the workorder number/Source (shown on the above two documents) that will be credited back against the quote if you approve of the repairs "LABOUR S00086:"

ENTRE FORKLIFT INDUSTRI
1546 DERWENT WAY
BC V3M 6M4

Image	Description	Reference	Qty	Unit Price	Total Price
	PUMP - STEERING		1	$2,173.97	**$2,173.97**

Sub Total:	$2,173.97
LABOUR S00086:	($531.00)
Labor:	$1,572.00
Shop Fee:	$30.00
Freight Charges:	$125.00
Total Due:	**$3,369.97**

re Department
I-377-4782

related questions please send response to customercare@vancentreforklift.com, Van-Centre Forklift is happy to accept payment via Credit card or cheque.

y Warning:
e and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged.
the intended recipient, you are hereby notified that any review, re-transmission, conversion to hard copy, copying, circulation
f this message and any attachments is strictly prohibited.
the intended recipient, please notify the sender immediately by

All Quotes are plus tax

Quoted Repair Work Order

8   When approved a NEW work order will be generated with a NEW Source code

9   A New workorder will be written
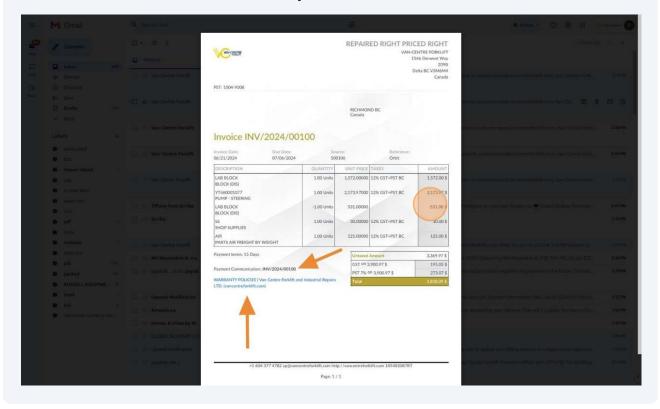
Quoted Repair Invoice

11 You will then receive a new invoice with the same source code as the new work order for the quoted repairs. Please note. your discount has been applied to this document, you are responsible for paying both invoices associated with this repair.
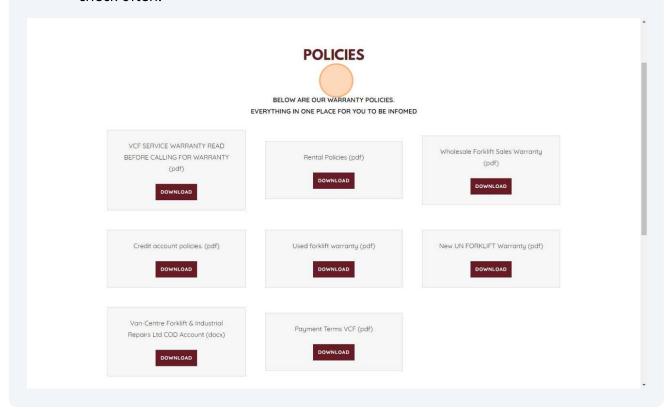
PST: 1004-9008

Canada

Invoice INV/2024/00100

Invoice Date:	Due Date:	Source:	Reference:
06/21/2024	07/06/2024	S00106	Orbit

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
LAB BLOCK BLOCK (DIS)	1.00 Units	1,572.00000	12% GST+PST BC	1,572.00 $
YT580001077 PUMP - STEERING	1.00 Units	2,173.97000	12% GST+PST BC	2,173.97 $
LAB BLOCK BLOCK (DIS)	-1.00 Units	531.00000		-531.00 $
SS SHOP SUPPLIES	1.00 Units	30.00000	12% GST+PST BC	30.00 $

12 It will show a credit back the first invoices labour, but remember you need to pay the original invoice to qualify for this discount.

Invoice INV/2024/00100

Invoice Date:	Due Date:	Source:	Reference:
06/21/2024	07/06/2024	S00106	Orbit

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
LAB BLOCK BLOCK (DIS)	1.00 Units	1,572.00000	12% GST+PST BC	1,572.00 $
YT580001077 PUMP - STEERING	1.00 Units	2,173.97000	12% GST+PST BC	2,173.97 $
LAB BLOCK BLOCK (DIS)	-1.00 Units	531.00000		-531.00 $
SS SHOP SUPPLIES	1.00 Units	30.00000	12% GST+PST BC	30.00 $
AIR PARTS AIR FREIGHT BY WEIGHT	1.00 Units	125.00000	12% GST+PST BC	125.00 $

Payment terms: 15 Days

Payment Communication: INV/2024/00100

WARRANTY POLICIES | Van-Centre Forklift and Industrial Repairs

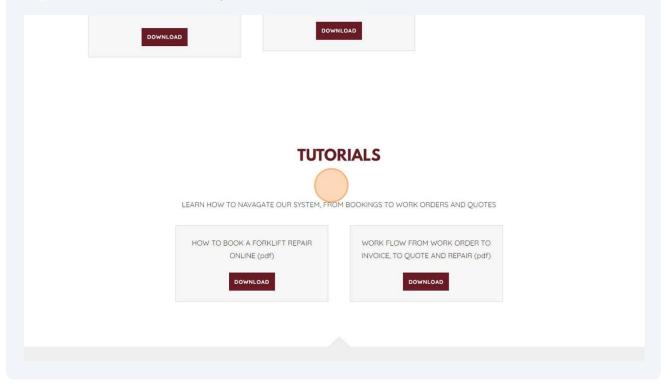|	
Untaxed Amount	3.369.97 $
GST on 3,900.97 $	195.05 $
PST 7% on 3,900.97 $	273.07 $
Total	3,838.09 $

13 Credit is shown in the body of the invoice, near the bottom is where our terms are located with a direct link to all policies that may effect you, such as billing, credit terms, rental terms, and warranty.

14 Following the above link will take you to all the policies that will be relevant to you as a customer, please note these do change but are always available and before any change is made the updated policy will be publicly available for one month. It is not VCFs responsibility to update all customers of every policy change so please check often.

POLICIES

BELOW ARE OUR WARRANTY POLICIES.
EVERYTHING IN ONE PLACE FOR YOU TO BE INFOMED

VCF SERVICE WARRANTY READ BEFORE CALLING FOR WARRANTY (pdf)

DOWNLOAD

Rental Policies (pdf)

DOWNLOAD

Wholesale Forklift Sales Warranty (pdf)

DOWNLOAD

Credit account policies. (pdf)

DOWNLOAD

Used forklift warranty (pdf)

DOWNLOAD

New UN FORKLIFT Warranty (pdf)

DOWNLOAD

Van-Centre Forklift & Industrial Repairs Ltd COD Account (docx)

DOWNLOAD

Payment Terms VCF (pdf)

DOWNLOAD

15 Further down you will locate the tutorials, as we build out our new system you will have access to more pdfs and videos.

DOWNLOAD

DOWNLOAD

TUTORIALS

LEARN HOW TO NAVAGATE OUR SYSTEM, FROM BOOKINGS TO WORK ORDERS AND QUOTES

HOW TO BOOK A FORKLIFT REPAIR ONLINE (pdf)

DOWNLOAD

WORK FLOW FROM WORK ORDER TO INVOICE, TO QUOTE AND REPAIR (pdf)

DOWNLOAD

This Concludes Van-Centre Forklift Invoicing Flow