

Safelab Systems Ltd

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Invoicing of parts fitted from engineer's van stock:

We take this opportunity to explain that, when required, Safelab's engineers might offer to fit replacement parts, supplied from their van stock, to your fume cupboards, clean air cabinets, LEV etc.

An engineer should always explain why a part is required and then seek permission from site before supplying and fitting the part. The reasons for fitting a part from van stock are:

- 1) To keep equipment downtime to a minimum
- 2) Hopefully prevent the need for you to pay for a subsequent visit to site to fit any parts required

The engineer will always provide a cost of the part/parts to be supplied and will ask for authorization before supply and fitting. (A site does always have the option to decline to have a part fitted from van stock).

A point to note is that the value of any additional parts supplied and fitted by an engineer will be invoiced against the original Purchase Order number supplied covering the visit.

Thank you, if you have any questions please do not hesitate to contact us:

Email: <u>service@safelab.co.uk</u>

Phone: 01934 421 340

The single source for the complete clean air solution

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