

Procedure Name: Ordering Furniture and Equipment from the Transportation Department	Page 1 of 1
Effective Date:	Edition: 1
Prepared by: Vehicle and Transportation Department	Updated: March 2022

1. Purpose

The purpose of the procedure is to define the process of ordering various items from the Transportation Unit.

2. Method

2.1. The Ordering Process

The customer will open an order in Internal Services for the Transportation Unit (MOVING), select the item they wish to order (e.g., cardboard boxes, adhesive tape, bubble wrap, chairs, stands, etc.), and indicate the quantity of each item, the delivery destination, and date.

- 2.1.1.** Price lists of the items are specified in the system, and the customer will be able to view the relevant price according to their order.
- 2.1.2.** Cost for borrowed items will be calculated according to the number of days the item is used.
- 2.1.3.** If transporting the items is required, the cost of transportation to the destination will be added to the price. However, the customer will be able to pick up the ordered items from the Transportation Unit warehouse, without being charged for the cost of transport.
- 2.1.4.** You can determine the total price of ordered items in advance by contacting the Transportation Unit coordinator.

2.2. Equipment Warranty

- 2.2.1.** The customer is responsible for the maintaining the condition of borrowed items. The customer will be charged for the cost of repairing items that are returned damaged.
- 2.2.2.** If there is damage to the borrowed items, the Transportation Unit coordinator will send an email that includes the details of the damage and the cost of the repair within 48 hours of picking up the returned items.
- 2.2.3.** The cost of repairing the damage will be charged together with the charge for the order after return.