How to complete a manual docket:

Circle rental: For any rental transactions where a customer has an account with Coregas.

Circle Trade N Go: For any cash sales transactions of cylinders for customers who do not have an account open with Coregas.

Date: Date of transaction.

Customer Name: Write customer name and account number.

Customer PO: What the customer would like referenced on the invoice.

Service Centre: Agent's Location.

Record Gas Type, size and the barcode/ serial number on the bottle, usually starting with 0363110****** for both full and empty cylinders .

Get the customers signature to confirm the transaction.

Docket

coregas

Packing Slip	317252
Date:	
Customer PO:	

Customer Name:

Please Circle: **RENTAL**   **TRADE N GO**   **DELIVERY**   **PICK-UP**

Service Centre:

GAS	SIZE	FULL(S) TAKEN SERIAL #

GAS	SIZE	EMPTY RETURN(S) SERIAL #

NOTES:

PLEASE SIGN:

*Goods received as listed above.

*Goods and services are supplied in accordance with COREGAS NZ Limited General Terms & Conditions.

Reminder: Scan and email this through to orders@coregas.co.nz for processing.

How to complete a manual docket:

Example: