

# Parts Operations



## **In This Section**

Parts Invoices	108-110
Special Order Parts	111-112
Manufacturer Specific Special Order Parts	113
Special Order Parts Labels	114
Purchase Orders	115
Parts Bar Coding Accessories	116
Parts Bar Coding Labels	117
Parts Requisition/Credit Memo	118

# Parts Operations

## Parts Invoices

### 1 ERA® Laser Parts Invoice

Size: 8 1/2" x 14"

Item #: ELC-PI1-14

Two per page, with coupon. Bilingual version available.

### 2 ERA Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: ERA-LZR-PT

### 3 ERA Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: ERALZR-PTCN

**Contact your Reynolds  
Document Consultant  
for a complete list of  
Parts Invoices, including  
manufacturer specific versions.**



1



2



3

# Parts Operations

## Parts Invoices

### 4 ERA Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: ERA-LZR-PTD

Two per page.

### 5 ERA Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: ELC-PI1

Two per page. Bilingual version available.

### 6 ERA Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: ERALZR-PTPN

### 7 ADP Laser Parts Invoice

Size: 8 1/2" x 11"

Item #: AD-98191

Two per page.



# Parts Operations

## Parts Invoices

### 8 Parts Invoice

Size: 9 1/4" x 5 2/3"

# of parts: 3

Item #: RL-1503

Compatible Binder(s): BPE-58 / RS-4504 / BPP-58-6

### 9 Parts Invoice

Size: 9 1/4" x 5 2/3"

# of parts: 2, 3, or 4

Item #: SA-1503

Compatible Binder(s): BPE-58 / RS-4504 / BPP-58-6

Two-hole punched on left side of form (1/4" in diameter and 2 3/4" center to center).

### 10 Parts Invoice

Size: 9 1/4" x 5 2/3"

# of parts: 2, 3, or 4

Item #: RL-503

Compatible Binder(s): BPE-58 / RS-4504 / BPP-58-6

Two-hole punched at bottom of form (1/4" in diameter and 2 3/4" center to center).

### 11 Parts Invoice

Size: 9 1/4" x 5 2/3"

# of parts: 2

Item #: VIM-133, VIM-133GM

Compatible Binder(s): BPE-58 / RS-4504 / BPP-58-6

Two-hole punched on left side of form (1/4" in diameter and 2 3/4" center to center).

### 12 Parts Invoice

Size: 9 1/4" x 5 2/3"

# of parts: 4

Item #: FCMA-133

Compatible Binder(s): BPE-58 / RS-4504 / BPP-58-6

Two-hole punched at bottom of form (1/4" in diameter and 2 3/4" center to center).

# Parts Operations

## Special Order Parts



### 1 ERA Special / Back Order Parts Notification Postcard

Size: 6 1/2" x 3 1/2"

Item #: SMP-4000

### 2 IntelliPath® Special / Back Order Parts Notification Postcard

Size: 8 1/2" x 11"

Item #: ERAINTBC3

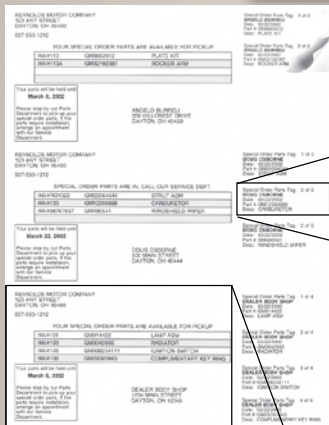
Three postcards per page.

### 3 IntelliPath Special / Back Order Parts Notification Postcard

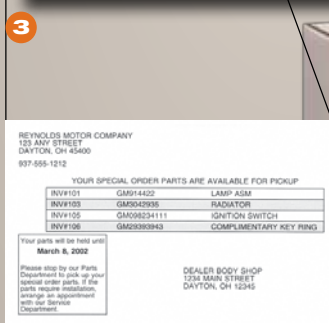
Size: 8 1/2" x 11"

Item #: ERAINTBC3-A

Three postcards per page and four adhesive tags per postcard.



Special Order Parts Tag 2 of 3  
**DOUG OSBORNE**  
 Date: 02/22/2002  
 Part #: GM12300888  
 Desc: CARBURETOR



# Parts Operations

## Special Order Parts

### 4 Special / Back Order Parts Form with Postcard

Size: 6 1/4" x 4"

# of parts: 3

Item #: DSA-112

A form with a header section for customer information, a table with columns for QTY, PART NO., DESCRIPTION, and PRICE, and a footer section with contact information.

4

### 5 Special Parts Order

Size: 8 1/2" x 4 1/4"

# of parts: 3

Item #: STO-100

A form with a header section for customer information, a table with columns for QTY, PART NO., and DESCRIPTION, and a footer section with contact information.

5

### 6 Special / Back Order Parts Form with Postcard

Size: 5 2/3" x 7 3/4"

# of parts: 3 or 4

Item #: DSA-115-N

A form with a header section for customer information, a table with columns for QTY, PART NUMBER, and DESCRIPTION, and a footer section with contact information.

6

### 7 Special / Back Order Parts Form with Postcard

Size: 5 2/3" x 7 3/4"

# of parts: 3 or 4

Item #: SA-1505-N

A form with a header section for customer information, a table with columns for QTY, PART NUMBER, and DESCRIPTION, and a footer section with contact information.

7





# Special Order Parts Labels

Remind customers of special order parts to help increase your dealership's parts sales.

Pressure-sensitive labels for service invoices come in bright fluorescent and foil stocks. Offered in a wide range of shapes and sizes, they serve as a reminder to your service customers that a special part has been ordered specifically for them.

## Shapes Available:

- Rectangles
- Circles
- Ovals
- Squares
- Bursts

## Label Stocks Available:

- White - Gloss/Matte
- Yellow - Gloss
- Red - Fluorescent
- Orange - Fluorescent
- Blue - Fluorescent
- Purple - Fluorescent
- Green - Fluorescent
- Pink - Fluorescent
- Chartreuse - Fluorescent
- Gold - Foil
- Silver - Foil

### IMPORTANT

THIS VEHICLE HAS A PART ON ORDER WITH OUR SERVICE DEPT. IF YOU ARE NOT CONTACTED BY US IN 2 WEEKS PLEASE INQUIRE WITH OUR PARTS DEPT. AS TO YOUR ORDER STATUS.  
**SHEEN MOTORS**  
 123-456-7890

### WE'RE SORRY!

We are temporarily out of stock on parts needed to complete your repair. These parts have been special ordered and you will be notified as soon as they arrive. Please pardon the inconvenience.

DATE \_\_\_\_\_  
**SHEEN MOTORS**  
 123-456-7890

### PLEASE NOTE:

WE HAD TO SPECIAL ORDER PARTS TO COMPLETE YOUR VEHICLE REPAIRS. YOU WILL BE NOTIFIED WHEN YOUR PARTS HAVE COME IN.  
 THANK YOU

### PART ON ORDER!

Our service department has ordered a part for this vehicle. It is expected by \_\_\_\_\_. You can save time by scheduling this job in advance.  
 Thank You!

**Sheen Motors**  
 123 Main St.  
 Anytown, USA 12345

### NOTICE

This vehicle has a **PART ON ORDER** with our Service Dept. If you are not contacted by us in **10 DAYS** Please call our Service Dept. at  
**(123) 456-7890**  
**(123) 456-2341**

### REMEMBER!!

This vehicle has a **PART ON ORDER** with our Service Dept. If you are not contacted by us in **TWO WEEKS** please inquire with our Service Dept. as to status.  
**SHEEN MOTORS**  
 123-456-7890

# Parts Operations

## Purchase Orders

### 1 ERA Laser Purchase Order

Size: 8 1/2" x 11"

Item #: ELC-PO1

Two-hole punched at top and bottom of form.  
Double stacked purchase order. Bilingual version available.

### 2 ERA Laser Purchase Order

Size: 8 1/2" x 11"

Item #: ELC-PO2

Two-hole punched at top and bottom of form.  
Single purchase order.

### 3 Purchase Order

Size: 7 1/4" x 11"

# of parts: 2, 3, or 4

Item #: SA-1513-4-N

Numbering can be imprinted in red ink. Four per page.  
Coil-bound purchase order book.

### 4 Purchase Order

Size: 8 1/2" x 5 3/4"

# of parts: 3

Item #: DEA-370NC

This form is a double-stacked purchase order. It features a header section with fields for 'PURCHASE ORDER TO', 'NUMBER', 'WRITTEN BY', 'DEPARTMENT', 'DATE', and 'P.O. AMOUNT'. Below this is a table with columns for 'QTY.', 'DESCRIPTION', 'TAX EXEMPT #', 'PRICE', and 'AMOUNT'. The form is designed for two-hole punching at the top and bottom.

1

This form is a single purchase order. It includes a header section with fields for 'PURCHASE ORDER TO', 'NUMBER', 'WRITTEN BY', 'DEPARTMENT', 'DATE', and 'P.O. AMOUNT'. It also contains a table with columns for 'QTY.', 'DESCRIPTION', 'TAX EXEMPT #', 'PRICE', and 'AMOUNT'. The form is designed for two-hole punching at the top and bottom.

2

This form is a standard purchase order. It features a header section with fields for 'To', 'Date', 'Address', 'Ship Via', 'QUANTITY', 'DESCRIPTION', 'PRICE', and 'AMOUNT'. It also includes a section for 'For Job No.', 'ACCOUNT', and 'By'. The form is designed for four parts per page.

3

This form is a standard purchase order. It features a header section with fields for 'PURCHASE ORDER TO', 'NUMBER', 'WRITTEN BY', 'DEPARTMENT', 'DATE', and 'P.O. AMOUNT'. It also contains a table with columns for 'QTY.', 'DESCRIPTION', 'TAX EXEMPT #', 'PRICE', and 'AMOUNT'. The form is designed for three parts per page.

4

visit [ReySource.com](http://ReySource.com)

Purchase Order

Go

Enter the keyword(s) to see our entire selection!

# Parts Operations

## Parts Bar Coding Accessories

### 1 6800 Scanner Battery

Item #: XOAB21-55037-02

Rechargeable nicad replacement battery for the scanner PDT-6800-NIE44000.

### 2 9460 Sierra Sport Printer Battery

Item #: XOABPAX12009502

Rechargeable lithium-ion replacement battery for the portable 9460 Sierra Sport printer.

### 3 Pressure-Sensitive Adhesive Labels

Item #: E2-9460

Compatible Printer: 9460 Sierra Sport

Available in white and yellow.

### 4 6846 Scanner Battery

Item #: XOAB21-54348-01

Rechargeable lithium-ion replacement battery for the scanner PDT-6846-N2E643WW.

### 5 8146 Scanner Battery

Item #: XOAB21-58234-01

Rechargeable lithium-ion replacement battery for the scanner PDT-8146-T2B94TUS.

### 6 Monarch Pathfinder Ultra Scanner Battery

Item #: XOABPAX-115884

Rechargeable lithium-ion replacement battery.

### 7 Monarch Pathfinder Ultra Labels

Item #: E2-6035

Available in white. Pressure-sensitive labels.



1



2



3



4



5



6



7

# Parts Operations

## Parts Bar Coding Labels

### 1 Laser Bin Labels

Size: 8 1/2" x 11"

Item #: RL-LZR170

Compatible with Reynolds Parts Bar Coding

Heavy white paper inserts (2 3/4" x 1 1/2").  
24 perforated labels per page.

### 2 Standard Bin Label

Size: 12 1/4" x 12"

Item #: RL-170

Compatible with Reynolds and Reynolds  
or ADP systems.

White labels (2 3/4" x 1 1/4"). Labels slide into the  
channels on the parts shelves. 36 labels per page.

### 3 Pressure-Sensitive Bin Label

Size: 13 1/4" x 12"

Item #: RL-170-LBL

Compatible with Reynolds and Reynolds  
or ADP systems.

White labels (2 3/4" x 15/16"). Self-adhesive.  
36 labels per page.



