

Switching to Putlogic.

We set Putlogic up for you. Gather what you can from this list and send it over in whatever form you have it: a spreadsheet, a photo of the whiteboard or an export from your old system. We do the rest. Anything you don't have yet can be added later.

■ Your company

☐	Registered company name and address	As it should appear on quotes and invoices.
☐	VAT number, if you have one	VAT is only charged on quotes and invoices when a VAT number is set.
☐	Payment terms	For example, 30 days from invoice.
☐	Bank details for your invoices	Printed on your invoices so customers can pay you. Putlogic never takes payments itself.
☐	Your logo	PNG, JPEG or WebP, up to 200 KB. Shown in the app and on your quotes, invoices and certificates.
☐	Yard postcode	Used by the route planner to work out drive times.

■ Your people and vans

☐	Staff list	Name, email and role for each person: owner, admin, manager or crew.
☐	Crews	Who works together, and each crew's name.
☐	Day rates (optional)	Used for labour cost on each job. Only admins and owners see them.
☐	Vans	A name, registration and MOT date for each van. Used for van checks and routes.

■ Your yard (optional, can follow later)

☐	Stock counts	Tube, boards and fittings in the yard, with lengths in feet, and the minimum you like to keep.
☐	Wagons and payload	So load sheets can be split by what each wagon can carry.
☐	Replacement prices	What you charge for gear that doesn't come back at strike.

■ Your customers and live jobs

☐	Customer list	Name, email, phone and address for each customer.
☐	Every scaffold up or booked	Site address and postcode, customer, status (to go up, up, or to come down), erect date and price.
☐	Hire terms on each live scaffold	Hire period in weeks and the weekly extra hire rate, so Putlogic can flag extra hire from day one.

■ Your prices, for quoting

☐	Rate per foot per lift	By type of work, for example roof, render, solar, chimney and general.
☐	Minimum charge and transport per load	Added to quotes automatically where they apply.
☐	Extras you charge for	Loading bays, chimney stacks, roof protection, pavement licences and anything else, with prices.
☐	Default hire period and extra hire rate	A fixed weekly amount or a percentage of the quote.
☐	Quote terms and validity	Your terms, and how long a quote stays valid.

■ What we do

- 1 We set up your company, prices, people, vans, customers and live jobs.
- 2 Everyone gets their own sign in, with a temporary password they change the first time they sign in.
- 3 One training session with the office and the crews.
- 4 We agree a switch date with you, and check in after your first week.

Questions? We're here.

Email enquiries@putlogic.co.uk, ring 07453 109691, or book a 30 minute call.

[Book a call](#)