

Emergency Health Services Branch  
5700 Yonge Street, 6th Floor  
Toronto, ON M2M 4K5  
Telephone: (416) 327 - 7907  
Toll Free: 1-800-461-6431

December 21, 2000

**MEMORANDUM TO:** Chief Administrative Officers  
Upper Tier Municipalities, District Social Services  
Administration Boards and Designated Delivery Agents

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**Emergency Health Services (EHS) Distribution Centre  
Vehicle & Equipment Invoicing**

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Effective January 2001 the EHS Distribution Centre, Judson Street, Toronto will commence invoicing Upper Tier Municipalities, District Social Services Administration Boards and Designated Delivery Agents directly for ambulances and related vehicles and equipment purchased from that location. As the Distribution Centre does not have the ability to invoice individual ambulance service operators they will need to make arrangements for ordering through their municipality or delivery agent.

Cost of ambulances and other emergency response vehicles will be invoiced as the vehicles are supplied. Cost of equipment transactions will be invoiced on a monthly basis. All invoices will be subject to applicable provincial and federal taxes. Vehicles and equipment are 'free-on-board' 185 Judson Street, Toronto. Pre-paid shipping charges will be applied to equipment not picked up from this location.

Products are supplied net 30 days. Cheques are to be made payable to the **Minister of Finance** and sent to:

Shared Services Bureau  
Revenue & Administration Unit  
P.O. BOX 118  
3<sup>rd</sup> Floor, 49 Place d'Armes  
KINGSTON ON K7L 5J3

Questions concerning invoicing should be directed to the Customer Services Assistant or the Supervisor, Equipment & Support Services at 1-800-263-7645 or 416-327-8932.

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Copies of the EHS Distribution Centre Catalogue and the Ambulance Ordering Guide are also available by calling the same telephone numbers. A sample copy of the 'Stock Requisition' and instructions for processing orders are available on the ***amo-ehs.com*** website.

Questions about the cost-sharing applications and processes, in accordance with the funding template, recently confirmed by the Land Ambulance Implementation Steering Committee (LAISC) should be referred to your appropriate EHS Field Office.

**<original signed by G. P. Brand>**

Graham P. Brand  
Director  
Emergency Health Services Branch

Cc: Municipal EMS Directors  
Mary Kardos Burton  
Malcolm Bates  
HS Regional Managers  
Frank FitzGerald  
Keith Madley  
Bill Murphy  
Dennis Brown

**NOTE:** The issue of "credits" for goods that are returned to the Distribution Centre by a municipality or delivery agent are dealt with in the aforementioned Catalogue.