

# **Policies/Procedures**

## **Employment Form:**

If you're interested in applying for work with Parts Plus Tools please download and print the [Application Interview form](#). You can mail it or drop it off at the [store nearest](#) you.

## **Business Hours:**

NOVCO Parts Plus is open from 7:30 am to 6:30 pm Monday through Friday, 8:00 am to 5:00 pm on Saturday, and 10:00 am to 4:00 pm on Sunday.

We will be closed for the following holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

## **Key Departments**

This is a list of our key personnel. You may wish to contact them for specific assistance.

- Sales Department
- Accounting
- Purchasing
- Warehouse

## **Phone Number Guide**

The following list of phone numbers will help you directly contact the area you need:  
Main phone lines:

- (406) 761-0000 Great Falls
- (406) 721-1231 Missoula
- (406) 721-1190 Central Office