



4615 West 61st Street
 Little Rock, AR 72209
 Phone: (501) 565-5511 Fax: (501) 565-2805

SERVICE REQUEST

Service For:	Bill To:
Company Name:	Company Name:
Address:	Address:
Point of Contact:	Point of Contact:
Phone:	Phone:
Fax:	Fax:
Equipment :	
Serial Number:	Application:

Reason for Request:

Please Fax this Page back with your P.O. on your Company Letterhead to the Branch Office nearest you.

Service Fees:	
Telephone Technical Assistance.....No Charge	Date of Request:
Service Call..... \$135/Hr. Regular (7am to 6 pm Weekdays)	Date Requested for Service Engineer
\$185/Hr. Overtime (6pm to midnight weekdays, 7am to 6 pm Saturday)	
\$200/Hr. Special (Midnight to 7am weekdays, 6pm to 7am Saturday, Sundays & Holidays)	Estimated Departure and Return Date:
Travel Time.....\$50/Hr. Regular	Additional Notes:
Travel Expenses..... At cost + 10%	
SERVICE TIME BILLED AT A 4 HOUR MINIMUM	

Customer Name _____	Purchase Order No. _____	
Customer Signature _____	Title _____	Date _____

Customer accepts responsibility of TOTAL service bill.

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