

Equipment Storage

The Equipment Storage System was designed to provide a method to maintain a database of a customer's equipment.

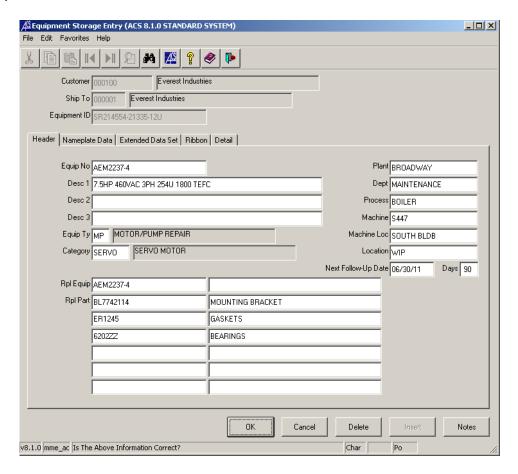
Offered as one of our Bolt On products and purchased separately; once the data base has been established, the system provides an interface with the Job costing system so all repairs against equipment defined in the database can be tracked. The system also allows for preventive maintenance scheduling and repetitive billing.

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Service Repair→Equipment Storage → Equipment Storage Entry

Equipment Storage Entry allows the user to enter and maintain detail information for each Equipment ID#



Customer:

- -Enter a valid Customer #
- -Perform a look up to select from a list of current customers

Ship To:

- -Enter a valid Customer Ship To Address
- -Select F1 to leave this field blank
- -Perform a look up to select from a list of Ship To Addresses for this customer.

NOTE: When setting up Equipment Storage Customer information, it is important to remember that any Jobs created for this Equipment ID# MUST HAVE THE SAME SHIP TO designation.

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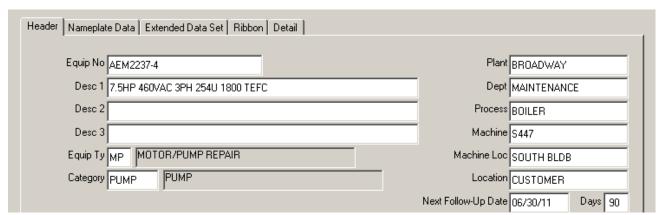
EXAMPLE: The above information lists a Ship To address of 01. When a job is entered for this Equipment ID# the Ship To address MUST also be 01 for the data stored for this item to populate the job information correctly.

Equipment ID: Enter a number to identify this piece of equipment. This can be any number of your choosing. However, the Serial number, if available, can provide an excellent means of accurate tracking.



Upon entering these three fields you will be asked: **Select Yes** to proceed to the Header information

The **Header** fields give you a way to define the equipment by Type, Category, Location



and establish Follow-up Dates.

Equip No: Enter a number of your choosing (i.e. Item Catalog# or Serial#)

The 3 description fields are free standing fields that can be used to define nameplate data or any other information for this item

Equip Ty: The Equip TY field uses your **existing Job Types** and their Nameplate data -Enter a valid Job Type

-Perform a look up to select from a list of Valid Job Types

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Category:

- -Enter a valid Category
- -Perform a lookup to select from a list of valid Categories
- -Leave this field blank if no Categories exist.

Categories are set up to define your **Extended Data Setup** and will be covered later.

The next 5 fields are used to identify the CUSTOMER'S LOCATION for this item

Plant

Dept

Process

Machine

Machine Loc

Location: Can be used to determine if the equipment is currently "in house" or "on site"

NOTE: If the item has an active job# assigned to it, this field will display "WIP"

automatically.

Next Follow-Up Date: Enter the Next Follow up Date for this item

NOTE: This date is utilized by your TO DO LIST report.

Days: Enter the number of Cycle Days

The lower section of your screen is used to record Replacement Equipment and Parts for this item.

Rpl Equip	AEM2237-4	
Rpl Part	BL7742114	MOUNTING BRACKET
	ER1245	GASKETS
	6202ZZ	BEARINGS

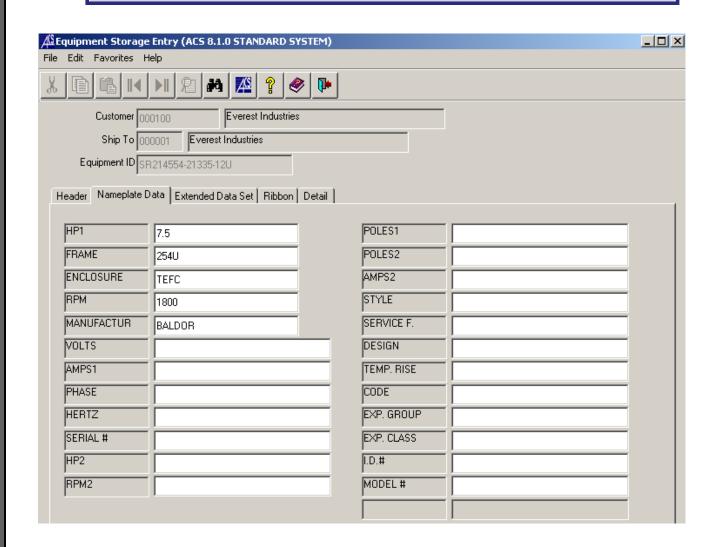
Nameplate Data

Your next "TAB" will be used to enter **Nameplate** information.

The nameplate template is the same one used in Job Entry and is determined by the Equipment TY/Job Type selected. Once the nameplate data has been setup in the database, it can automatically be pulled into Job Entry when the correct Equip ID# is selected in Job Entry.

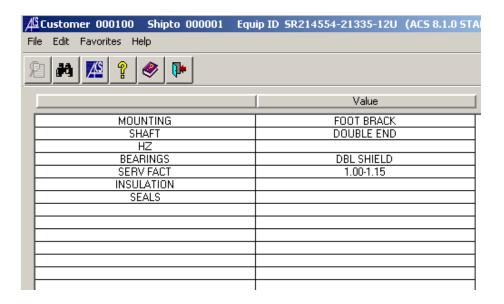
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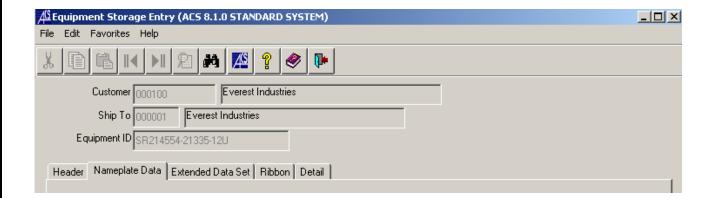


Extended Data Set

The **Extended Data Set** is defined by the **CATEGORY** entered in your header information. This option allows for an additional 45 fields of information to be defined. This data is set up and maintained through Equip Storage Extended Data Setup and will be covered later.



The **Ribbon** and **Detail** information will be covered as part of the customer billing process.

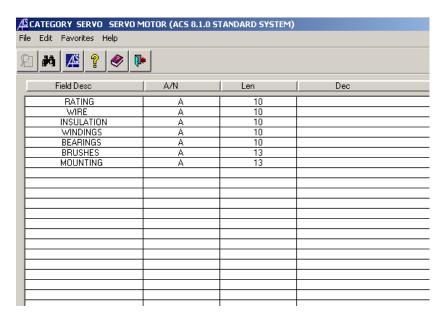


Service Repair→Equipment Storage → Equipment Storage Extended Data Setup



Extended Data Setup allows the user to establish specific CATEGORIES within the storage module.

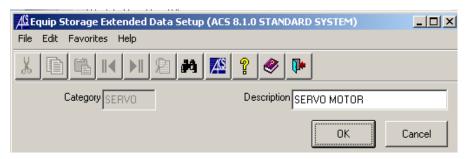
This can be used for any type of distinction or grouping such as Pumps, Servo Motors, Electrical Panels, etc.



Once established, each
Category then allows you to
define an additional 45 fields of
information of your choosing.

Note: These fields are in ADDITION to the Equip Type or Job Type data.

These fields allow you to define Descriptions, whether the field is Alpha or Numeric and the length of each field. If the field is numeric, you may also establish the number of decimals allowed.



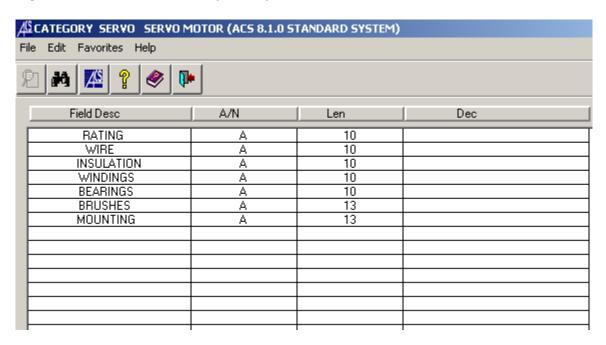
Category: Enter up to 6 characters

The system will display the following prompt:



Upon selecting YES you will be taken to the Description field

Description: Enter a new Description up to 20 Characters



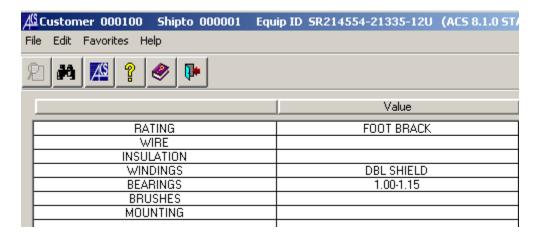
Field Desc: Enter a description up to 10 characters in length

A/N: Enter A to make the field an Alpha/Numeric field

Enter N to make the field a Numeric field only

LEN: The first 5 fields allow a maximum length of 10 characters The remaining fields allow a maximum length of 13 characters

DEC: This filed is only available if the line has been established as a Numeric field

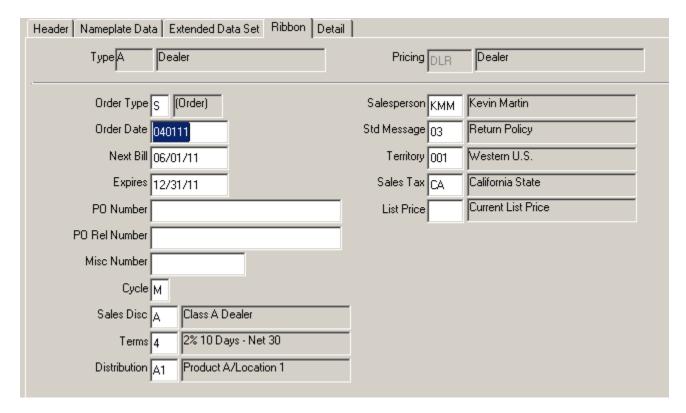


Once established, these fields become available each time this Category is selected.

Customer Billing Equipment Storage → Equipment Storage Entry → Ribbon

The Ribbon "TAB" of your Equipment Storage Entry screen has been designed to allow for repetitive billing information to be maintained and contains similar customer information used in other ACS/MASTER billing transactions.

Together the Ribbon and Detail tab information will be used to create customer billing information for services provided when an Active Job does not exist.



Order Type: S/Order

All billing information generated through your Equipment Storage Module will be Order Type S

Order Date: Enter a Valid Date for the current charges to be defined

Next Bill: Enter a Valid Date for the next Billing Cycle

Expires: Enter the date through which this billing information will be valid

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PO Number: Enter a Valid Customer PO number

PO Rel Number: Enter a Valid Customer PO Release Number

Misc Number: Enter any Misc# your Customer may require appear on your billing

Cycle:

-Perform a look up in this field to select from a list of valid options

-Enter W / Weekly

-Enter M / Monthly

-Enter Q / Quarterly

-Enter Y / Yearly

Sales Disc

Terms

Distribution

Sales Person

Std Message

Territory

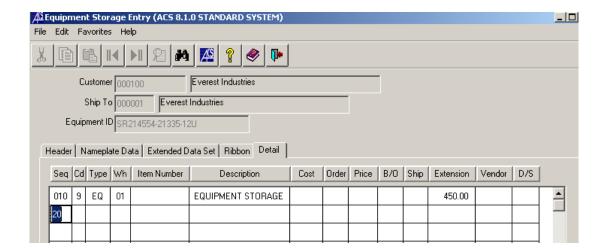
Sales Tax

List Price

The next 8 fields will be populated using the Customer maintenance information for the Customer selected. However, each field can be overridden or changed if necessary.

Equipment Storage → **Equipment Storage Entry** → **Detail**

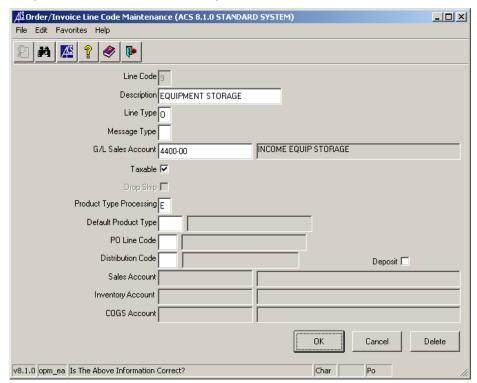
The Detail "Tab" allows entry of detail line items to be billed to the customer. Line items for billing are defined much the same as in Order Entry and can be billed each cycle or be changed from cycle to cycle.



SEQ: Your system will populate your Sequence line field

CD: Perform a look up to select from a list of valid Line Code options

NOTE: In this example we are billing for Equipment Storage fees only and have selected the line code that was created for this purpose. However, Material and/or Labor line codes may also be used if necessary.



Equipment Storage Line Code:

Although not mandatory the use of a specific Equip Storage line code allows the user to select a specific Sales Account that will be used to Post all Sales dollars for this purpose.

It is suggested that the line code be set up as an O LINE TYPE NOTE: If you elect to also set up an Equip Storage Product Type, your line code Product Type Processing field should be set to E.

TYPE: Perform a look up to select from a list of valid Product Types

NOTE: Although it is not mandatory, it is possible to set up a Product Type specifically for Equipment Storage transactions. This allows the user to extract Sales Analysis and various reports by the Equip Storage Product Type for analysis.

W/H: Enter a valid W/H ID#

Item Number: Depending on what Line Code is used; this field could contain material Item numbers, Labor Codes or it may be left blank.

Description:

*When using your Equipment Storage Line code, your system will populate this field with the line code description.

*When selecting an existing Inventory Item or Labor Code your system will populate this field with the item or code description.

The remaining field requirements will vary depending on the Line Code selected. Material and Labor lines will require Cost/Order/Price information while this Equipment Storage Line Code requires only Extended Price. This will be very similar to the standard processing performed in Order entry.

Once the detail lines have been established, they can be used for each billing cycle. This would be the case when billing for each Month/Qtr/YR storage fees.

However, if you perform basic maintenance on the equipment (for which you DO NOT open a job) you can change the detail lines to reflect additional fees.

Once the Ribbon and Detail information has been established it is a simple process to invoice your customer:

Update Repetitive Billing

Select the Update Repetitive Billing option located on your Equipment Storage menu and Enter a BILL THROUGH DATE



This date corresponds to the **NEXT BILL** date established in the Ribbon information for each piece of equipment. All items having a current date though the date entered will be "selected" for billing.

Note: this step is the Invoice generation process and, as such, will not produce a report in Equipment Storage.

To continue the billing process, it will now be necessary to select your Job Billing options.

If you run the Invoice Edit Report, you will find each of your Equipment Storage Invoices ready for printing.

000100 Everest Industries		0005266	06/29/1	L1 ACS		0.00 UPS GCD Gross	Al	2% 10 Days - Extended	Ne CA	N
Ln Cd Prd Whs Item OlO 9 Ol EQUIPMENT STORAGE	Ord	B/0	Ship	Disc .0%		Sales 100.00	Cost 0.00	Cost 0.00	Profit 100.00	GP % 100.00
	0.00	0.00		Sale: ales D: Sa:	s Total iscount Freight les Tax	100.00 0.00 0.00 6.00		0.00		100.00
06/29/11 11:47 AM Beginning Customer: First Ending Customer: Last Customer		Invoice	Invoice Unprinte Invoice Invoice	Edit 1 ed Inve ed By	oices : P.O.		Dist	_	Order #: 1 Order #: 1 Tax	Last
Number Name 000100 Everest Industries	Number 0002141	Number 0005267	Date 06/29/1	_	Sls Number KMM	Ship Via UPS GCD	Code Al	Terms 2% 10 Days -		Prntd? N
In Cd Prd Whs Item 010 9 01 EQUIPMENT STORAGE	Ord	B/0	Ship	Disc .0%		Gross Sales 450.00	Cost 0.00	Extended Cost 0.00	Profit 450.00	GP % 100.00
	0.00	0.00		ales D: ! Sa:	s Total iscount Freight les Tax e Total	450.00 0.00 0.00 33.00 483.00		0.00	450.00	100.00

Ship To Number: 000001

403 Old Towne Road

Rockville, MD 48833

Everest Industries



Sold

To:

Application Computer Sys, Invoice

Ship

To:

Inc

Customer Number: 000100

Everest Industries

123 Main St.

Suite 111

3834 Highway 42 South Locust Grove, GA 30248

Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005267 Invoice Date: 06/29/11 Page: 1

Ship Date Ship Via					
UPS GCD	2% 10 Days - Ne				
Misc Num	iber:				
Unit P	Price Extension				
	450.00				
Returned Items Subject To 15% Restocking					
Charge. Return Authorization Required.					
Please Phone Our Customer Service Dept.					
	UPS GCD Misc Num				

Your Equipment
Storage invoices can
be printed alone or
included in any
current invoice print
process.

As with all invoice print tasks; your Sales Register must be run and updated to for the invoice to post to your system.

Expired Repetitive Billing Report

The Ribbon information for each equipment item includes an Expiration Date. The Expired Repetitive Billing Report allows you to review all items that are EXPIRED based on a THRU DATE of your choosing.

This information can then be used as a means of flagging those items who's Storage "Contract" may need to be renegotiated; or to reassess billing cycles.



When accessing this report, you will be prompted for the THRU DATE that will be used to determine EXPIRED Status.

Remember: This date will be compared to the EXPIRES date located on the Ribbon Information.

07/13/11 02:30 PM	Ex		ANDARD SYSTEM ve Billing Report 07/13/11	Page	1
Customer	ShipTo/MID 0	rder Bill	Expire P.O.	Dist Tax	
Number Name	Number D	ate Date	Date Sls Number	Code Terms Code Cycle	2
			Total For Order 535.81	372.44 163.37 30.49	98
000100 Everest Industries	ShipTo 000001 07/ MID 1234	08/05 01/10/06	12/31/05 JDP	Al 2% 10 Days - Ne CA M	
	Back	t-	Disc Extended	Extended	
Ln Cd Prd Whs Item	Order Orde	•	Pct Price Price	Cost Cost Profit GP	*
000100 Everest Industries	ShipTo 000001 03/ MID 12345	15/04 10/31/03	00/00/00 KS	Al Net (Due On Rec CA M	
	Back	t-	Disc Extended	Extended	
Ln Cd Prd Whs Item	Order Orde	•	Pct Price Price	Cost Cost Profit GP	
010 S C 01 400	1.00 0.0	0 1.00 (0.00% 5.56 5.56	1.44 1.44 4.12 74.10	J%
Handle Bar	•				
000100 Everest Industries	ShipTo 000001 06/ MID SMALL AC			Al 2% 10 Days - Ne CA W	
	Back		Disc Extended	Extended	
In Cd Prd Whs Item	Order Orde	•	Pct Price Price	Cost Cost Profit GP	*
000100 Everest Industries	ShipTo 000002 03/ MID 77777	15/04 02/28/06	00/00/00 ks	Al Net (Due On Rec CA Y	
07/13/11		ACS 8.1.0 ST	ANDARD SYSTEM	Page	2
02:30 PM	Ex		ve Billing Report		
		Thru Date:	07/13/11		
_		Next			
Customer		order Bill	Expire P.O.	Dist Tax	
Number Name	Number D	ate Date	Date Sls Number	Code Terms Code Cycle	à
Product Totals Product	Units Sales	Cost	Profit GP %		
C Components	5.00 1,425.12	1,099.88	325.24 22.82%		
D Bicycle Components	1.00 1,423.12	2.50	1.54 38.12%		
p picycic componency					
Totals For Report Line Type Totals	6.00 1,429.16	1,102.38	326.78 22.87%		
Line Type	Order B/O Sh	nip Sales	Cost		
Standard Items	·	00 1,429.16			
Other Charges		12.00			
Totals For Report		1,441.16			

Expired Repetitive Billing Purge

Your system also allows you to purge billing information based on the **Expires Date** from the Ribbon detail. When selecting this option, you will be prompted for a PURGE Date. The system will use this date to review the above mentioned EXPIRES DATE. All items with an EXPIRE date prior to the purge date will have ALL HEADER AND DETAIL information removed.

PLEASE NOTE:

HISTORY INFORMATION WILL NOT BE PURGED YOUR EQUIPMENT ID INFORMATION WILL NOT BE PURGED ONLY the HEADER and DETAIL DATA WILL BE REMOVED



Upon entering a valid Purge Date and selecting OK, you will receive the following prompt:



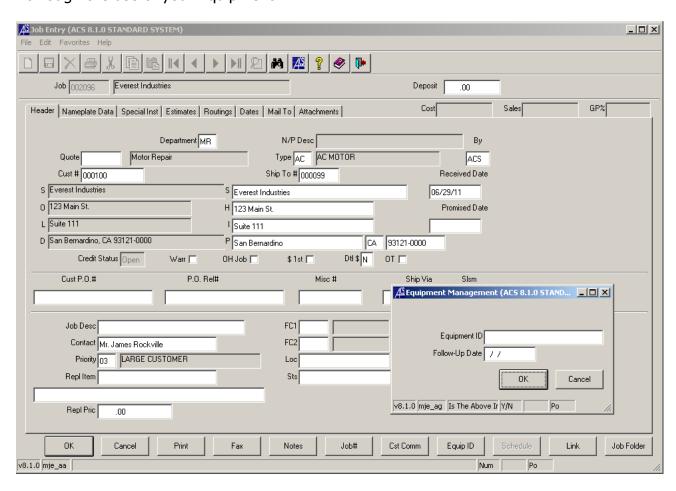
Be certain that the Billing Through Date is correct and select yes to continue.

Upon selecting YES, your system will provide a print out of all items purged.

ACS 8.1.0 STANDARD SYSTEM 07/13/11 Page 1 02:45 PM Expired Repetitive Billing Purge Purge Thru Date: 12/31/05 Next Bill -- Customer --ShipTo/MID Order Expire P.O. Dist Sls Number Code Terms Number Name Number Date Date Date Code Cycle ShipTo 000001 07/08/05 01/10/06 12/31/05 JDP 000100 Everest Industries Al 2% 10 Days - Ne CA

Job Entry Interface

An important feature of your Equipment Storage program is the Job Entry Interface. This interface has been designed as a means to IMPORT the Motor or Equipment data through the use of your Equipment ID#.



When entering a new job for an existing Equipment ID# it is important to remember that the following fields **MUST MATCH** Equipment Storage record:

Job Department

Job Type

Customer #

SHIP TO #

When you have entered all of the data on your Job Entry screen, the Equipment Management box will "pop up".



Here you will enter a valid Equipment ID# for this customer or perform a look up and select from a list of Equipment ID#s

You will also be asked for a Follow-up Date. This date is utilized by the Schedule To Do List Report.

NOTE: It is also possible to access this information by using the Equip ID button at the bottom of the Job Entry screen.

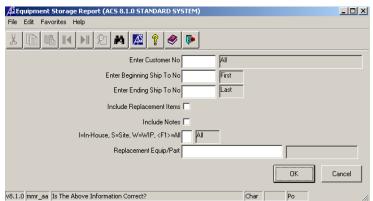


If the 4 fields listed above match the information entered for this job, your new job Nameplate information will be populated using the Equipment Storage data on file.

Once this job is linked to the Storage database, when the **job is closed**, it will update the Storage system for historical information.

If the item being repaired has not, as yet, been entered into the Equipment Storage module; it is possible to enter it now using the ADD EQUIP ID feature. Upon selecting Add Equip ID, the system will display the Equipment Storage Entry screens to allow the entry of your new Equipment ID information. It will then return to Job Entry.

Equipment Storage Reporting



Equipment Storage Report

The Equipment Storage Report allows the user to obtain detailed information by Customer for each Equipment ID# in the system.

Customer#:

- -Enter a valid Customer#
- -Hit F1 for all Customers

Beginning Ship to #

- -Enter a valid Ship To#
- -Hit F1 for the First Ship To# on file

Ending Ship to #

- -Enter a valid Ship To#
- -Hit F1 for the Last Ship To# on file

Include Replacement Items: Select this option if you wish the report to include any replacement items entered for this piece of equipment/motor

Include Notes: Select this option if you wish the report to include any notes established for this item.

The report can also be run by LOCATION:

I=In-House: Items stored In House only

S=Site: Items stored at the Customer's Site **W-WIP**: Items with an active Job# in the system **F1=ALL**: To run the report for all items on file

Replacement Equip/Part: This option is only available if the **Include Replacement Items** option has been selected and is for Stock Items only.

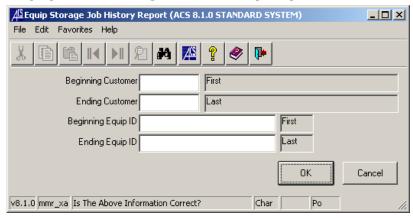
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In this example, the report parameters included all locations as well as replacement items.

04/01/11 ACS 8.1.0 STANDARD SYSTEM 2 Page 10:42 AM Equipment Storage Report CUST NO: 000100 Everest Industries SHIP TO: 000001 Equip No/ Plant/ Process/ Machine Loc/ Follow-Up Date Equip ID Description TP Dept Machine Location Repl MTR..: SOUTH BLDB AEM2237-4 7.5HP 460VAC 3PH 254U 1800 TEFC MP BROADWAY BOILER SR214554-21335-12U 06/30/11 MAINTENANCE S447 WIP Nameplate: HP1:7.5, FRAME:254U, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:BALDOR Extended .: RATING: FOOT BRACK, WINDINGS: DBL SHIELD, BEARINGS: 1.00-1.15 Repl MTR..: AEM2237-4 Repl Parts: BL7742114 MOUNTING BRACKET ER1245 GASKETS BEARINGS 6202ZZ

Equipment Storage Job History Report



This option provides a list of all job linked for repair to an individual piece of equipment or motor.

It can be run by Customer or Equip ID

NOTE: Billed job information will appear on this report **only after the job is closed**, or in History status.

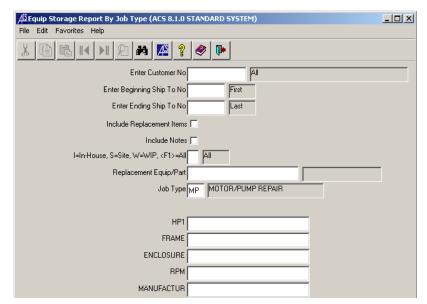
06/29/1. 03:11 PI		Equip Sto Custom	l.O STANDARD SYSTEM rage Job History Report er: First Thru Last ID: First Thru Last	: Rec	Inv		Page 1
Cust #	Customer Name	Equip ID	Job# PO#	Date	Date	Inv#	Inv\$
000100	Everest Industries	062911TESTid				-	
		1234					
		12356					
		23456					
		SMALL AC					
		SR#222984443U					
		SR#23394164U					
		SR214554-21335-12U	002089	04/08/11	04/08/11	0005218	1924.00
			002102	06/29/11	06/29/11	0005268	2208.00
		12345					

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Equip Storage Report By Job Type

This option provides a means to extract information based on Job Type/Equip Type



Customer#:

- *Enter a valid Customer#
- *Hit F1 for all Customers

Beginning/Ending Ship TO:

- *Enter a valid Ship To#
- *Hit F1 for first/last

Include Replacement Items:

Check to include any items that may be listed in the replacement section of the record.

Include Notes: check to include any notes on file for this record.

Location: I/In house, S/Site, W/WIP, F1 for All

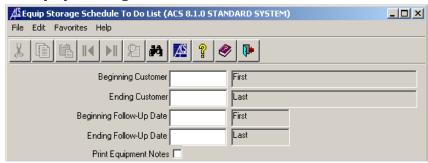
Replacement Equip/Part: Enter Part/Item number

Job Type: Enter a valid Job Type or perform a look up

Upon selecting a valid Job Type, the first 5 nameplate fields will be displayed. Use these fields to narrow your search, or leave them blank to encompass all information for this Job Type.

06/29/11 03:14 PM CUST NO: 000	0100	Everest Industries	ACS 8.1.0 STANDARD SYSTEM Equip Storage Report By Job Type				Page	1
SHIP TO: Equip ID		Equip No/ Follow-Up Date	Description	TP		Process/ Machine	Machine Loc/ Location	
	d meplate:	332541-123345 07/01/11 NO DATA ON FILE NO DATA ON FILE		МР			WIP	
06/29/11 03:14 PM CUST NO: 000 SHIP TO: 000		Everest Industries	ACS 8.1.0 STANDARD SYSTEM Equip Storage Report By Job Type				Page	2
Equip ID		Equip No/ Follow-Up Date		TP	Plant/ Dept	Process/ Machine	Machine Loc/ Location	
SR#22298444: Na	3U meplate:	AEM2237-4 08/30/11 NO DATA ON FILE NO DATA ON FILE	7.5HP 460VAC 3PH 254U 1800 TEFC	МР			WIP	
06/29/11 03:14 PM CUST NO: 000		Everest Industries	ACS 8.1.0 STANDARD SYSTEM Equip Storage Report By Job Type				Page	3
SHIP TO: 000 Equip ID		Equip No/ Follow-Up Date	Description		Plant/ Dept	Process/ Machine	Machine Loc/ Location	
SR214554-21:	335-12U meplate:		7.5HP 460VAC 3PH 254U 1800 TEFC ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:BAL	MP	BROADWAY MAINTENANCE	BOILER S447	SOUTH BLDB IN-HOUSE	-

Equip Storage Schedule To Do List



This report is based off the NEXT FOLLOW UP date entered when the Equipment ID is created. It is used to print off preventive maintenance schedules for a specified time period.

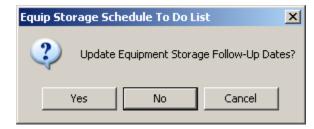
Beginning/Ending Customer:

- *Enter valid Customer Numbers
- *Perform a lookup to select from a list of Customers

Beginning/Ending Follow up Dates:

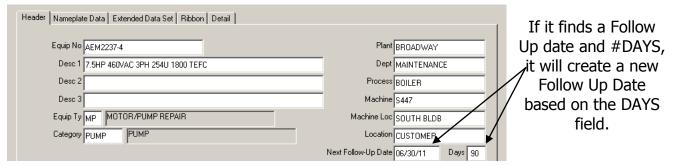
Enter valid dates for beginning and ending options

Print Equipment Notes: Check this box if existing notes for this item are to print on report



Upon entering the report criteria, you will see the following prompt:

Upon selecting YES your system will review the Header information for each Equipment ID.



NOTE: If either the Follow Up Date or DAYS fields are BLANK, your system will not generate a new Follow Up Date.

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07/13/11 03:37 PM			ACS 8.1.0 STANDARD SYSTEM Equip Storage Schedule To Do List Customer: First Thru Last Dates: First Thru Last					Page	1
				Fol-Up	Last	Job			
Cust #	Customer Name	Equip ID	Description	Date	Job#	Date	Inv#	Inv	v\$
000100	Everest Industr	1234						. 1	00
		12356						.1	00
		23456						. 1	00
		SMALL AC	3 PH 15 HP 1800 TEFC					. 1	00
		062911TESTid		07/01/11				.1	00
		SR214554-21335-12U	7.5HP 460VAC 3PH 254U 1800 TEFC	07/01/11	002102	06/29/11	0005268	2208.0	00
		12345		07/01/11				.1	00
		SR#222984443U	7.5HP 460VAC 3PH 254U 1800 TEFC	08/30/11				. 1	00
		SR#23394164U		08/30/11				_ 1	00

Equipment Storage Customer Mailer



This option provides a way to generate Customer notifications regarding up-coming preventative maintenance, Storage Contract Renewals, etc.

Beginning and Ending Customer Range:

This allows you to select a specific customer or range of customers for which to print Mailers.

Beginning and Ending Follow-Up Date:

This option allows you to select customers based on Follow-Up Dates recorded for each Equipment ID.

It should be noted that once this document has been formatted, any changes to the document will need to be made by ACS. Please contact Customer Support for any verbiage changes that you require.

See Customer Preventative Maintenance Mailer below:

Equipment Storage
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Application Computer Sys, Inc
3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770) 938-2227
Fax: (770) 938-2774
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121-0000
Fax: (714) 931-9220
07/13/11
Attn: Mr. James Rockville
Re: 062911TESTid
The above listed equipment was last repaired in our shop on / / ,
PO#: , JOB#: .
We would be pleased to schedule this equipment for maintenance on or
about 07/01/11, as per Application Computer Sys, Inc recommended
maintenance program.
Please complete the following and fax to: (770) 938-2774
Thank you,
Service Manager
YES, I would like to schedule this equipment for maintenance on
Date
NO, I do not wish to schedule maintenance at this time, please reschedule
for review on
Date
Signed: Date:

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