



Network Engineering
Technologies
3140 Deming Way
Middleton, WI 53562
www.nettechnology.com

Vendor: 60426
Purchase Order: 656659-1323010-3003
Work Order: 1323010
Service ETA: 10/21/2021 10:00 AM
*Purchase Order MUST appear on all invoices and
emailed to apinbox@nettechnology.com or invoice
will be
rejected, Invoice must match this Purchase Order
Receipt.

Site Location Information

Customer: DTLR, Inc
Site Number: 3003
Location: Villa
547 Penn Street,
Reading, PA 19601
(610) 376-9773
Site Contact: Store Manager

Technician Information

Technician Name: Sherwin Laing
Technician Phone: (908) 343-9121
Techs Manager: Brenda
Manager Phone: 4058021262

***** MUST CALL UPON ARRIVAL AND BEFORE SITE DEPARTURE *****

NET Contact Info: Please Call: 1 608 827-2273 *Your call will be handled in the order received* The following Login information is needed: your name, Company Name, work order#, callback number(mobile#)

Scheduling

1 billable technician required Arrival Time: 10/21/2021 10:00 AM

Scope of Work

DTLR - Service - WYSE Install - Reading PA

LOG IN/Out:

Tech must log in / out with both NET and DTLR

Log in with NET: 608.827.2273

Scope of work:

Tech will be installing a cable for the HP printer and the WYSE terminal located at the desk. Tech will need to verify the devices with the DTLR Helpdesk.

- Tech to work with the DTLR Helpdesk

- Tech will need to make a note of the the person they worked with at the DTLR Helpdesk

- Tech to run 2 ethernet lines under the desk

-1 cable should be labeled "WYSE 2" and the other should be labeled "PRT 2"

- Tech to terminate and label the cables to the patch panel as well

-The same labeling scheme applies to the patch panel



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- If there are pre-existing cables, tech will need to tone, test, and label them
- Tech to label the patch panel "WYSE 2" and "PRT 2"
- WYSE 2 will need to be plugged in to port 14 on the patch panel
- PRT 2 will need to be plugged in to port 16 on the patch panel
- Tech to connect and configure the HP printer as needed
- Tech to install, connect, and configure the WYSE terminal as needed
- Tech to confirm all device functionality with the DTLR Helpdesk

- Tech to inform the NET Tech Support team of the following
 - Ceiling height
 - If the conduit at the front of the store is full
 - If the patch panel is labeled correctly
- Tech to complete any additional tasks asked of them while onsite

Required Tools:

12 foot ladder
Cable tester
Butt Set
Multi-Meter
General Tech Tools

Materials:

Cat5e Cabling
Cable supplies (zip tie, Velcro etc.)
Cat5e terminations
RJ11 terminations
SMB's

Deliverables:

Pictures required from site.

Picture of the patch panel labeling

Picture to see how full the conduit is

Picture of signed work order

****Note: No handwritten labels are allowed**



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Send deliverables to *****DSS@nettechnology.com***** .
Email subject line MUST read [XXXXXX] where XXXXXX = WO number on NET Purchase order
(Typically beginning with a 1)

Send deliverables to **net@groups.dtlr.com**
The subject line should be the DTLR store number the technician is working at.

Resolution

Customer - Managers Name (PRINT)

**Customer - Managers Name
(SIGN)**

Date Time

Technicians Name (PRINT)

Technicians Name (SIGN)

Date Time

MANDATORY SIGN OFF OF TECHNICIAN AND CUSTOMER CONTACT MANAGER

**Sign Off does not release tech from the job site. Any questions need to be directed to
NET Tech Support.**