



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

Vendor: 60426
Purchase Order: 666147-1337246-M-636
Work Order: 1337246
Service ETA: 12/28/2021 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

Site Location Information
Customer: Best Security I
Site Number: M-636
Location: Macy's Ste 900 Scranton Scranton, PA 18508 (570) 343-6860
Site Contact: Asset Protection Manager

Technician Information
Technician Name:
Technician Phone:
Techs Manager:
Manager Phone: 4058021262

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

NET Contact Info: Please Call: 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: 12/28/2021 10:00 AM
Scope of Work
Best Security Industry - Service Call BSI ID: 109375 Service Call # / Case Number: 51133 Tech must LOG IN AND OUT with NET Helpdesk at 608-827-2273. Tech must also LOG IN AND OUT with PSI support at 631-694-3709. - Tech will need to call PSI for approval if time onsite exceeds two hours! - Tech will need to notify NET if additional hours have been approved
Required Equipment: (MUST have) Laptop



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Multimeter
POE Injector
Handheld monitor.

Scope of work:

The tech must be IP and Analog camera knowledgeable. The tech must come prepared with a (Windows) laptop, video monitor (TOTE) and a flash-drive. VM96 will not boot up. Keeps cycling through loading menu..

For Cameras:

- Tech should verify video loss,
- Testing the cable
- Verify network port and power
 - * Tech should note the network port
- Then test the camera itself.
- Tech should also note if cameras are IP or analog.

CCTV Sign Off Sheet:

- Tech will need to be prepared the Case Number specific copy of the CCTV sign off sheet that provided by NET.
 - * If the tech is servicing multiple PO's under the same ticket they will need to fill out a CCTV doc for EACH PO.
- The CCTV sign off sheet needs to be filled out completely.
 - * Required Information needed on CCTV sheet:
 - Date and time in and out of ticket - Log in and out times on CCTV sign-off sheet must align with times recorded with NET's Helpdesk.
 - Tech's printed name and signature
 - Manager's printed name and signature
 - * MGR's signature should be acquired last
 - * If there is a variance between CCTV log in/out times and NET Helpdesk log in/out times, tech will need to explain to NET.
 - What work was completed in detail
 - Name of BSI personnel tech worked with
 - Work needed in the future including model numbers of any equipment that needs replaced
 - Any other relevant notes regarding this PO

*****NOTE:** Technicians will not be paid for unexplained variances between the CCTV sign off sheet and the times recorded with NET's helpdesk. NET will adjust times to match the CCTV sign off Sheet.

*****NOTE:** Technicians will not be paid if the CCTV sign off sheet is not submitted or is incomplete.



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Required deliverables:

1. Completed CCTV Sign-off Sheet (Must submit from site)
2. Before picture of known issue
3. After picture of corrected issue
4. Signed NET WO

Send pictures to DSS@nettechnology.com

Email subject line MUST read [XXXXXXXX] where XXXXXXXX = WO number on NET Purchase order (Typically beginning with a 1)

YOU MUST LOGIN AND OUT WITH NET

FAILURE TO COMPLY WITH ANY PORTION OF THIS WORK ORDER WILL RESULT IN NON-PAYMENT

Resolution	

Customer - Managers Name (PRINT)

Customer - Managers Name (SIGN)

Date Time

Technicians Name (PRINT)

Technicians Name (SIGN)

Date Time



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**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.**