



By accepting this work order and performing the mentioned above services you are accepting the terms and conditions set forth in the Master Contractors Agreement.

CUSTOMER INFORMATION:

Customer: New York and Company

Site: New York & Co. #0882

Address: 3131 Manchester Expy Ste 15
Columbus, GA 31909

Corner Address: Peachtree Mall

Phone: 706-596-1555

Requested By: 64004

Problem Code: 107 Remove System Location Closing

CROSSCOM NATIONAL INFORMATION:

Contact: Lucero Sandoval

Log in and out via IVR: (800) 820-9229

Fax D&A to: (800) 933-5538

Questions? Call: (800) 820-9229

BRIEF STATEMENT OF WORK & COMMENTS

NYCO - 2019 Permanent Closing (4) POS De-install - 39198

9:30AM Start. Full De-Install/CrossCom is shipping packing supplies to site.

Freight truck scheduled at 2pm local time to pick up the boxes. No return labels are needed, boxes will be picked up and palced on a pallet.

TECH MUST PROVIDE ALL PACKING SUPPLIES. (6) 24X24X24 BOXES, bubble wrap + tape

TRIP INFORMATION

Arrival Date	Arrival Time	Time Zone	Trip Description	# Of Techs
08/31/2020	04:00 PM	EDT	Deinstall Labor	1

TECHNICAL NOTES:

Store closing. The techs will be required on site to de-install (4) POS and DATA equipment. 2 techs will be required to complete scope of work.

* The tech will need to make sure that ALL equipment is boxed and returned including all power cords. The tech will also need to verify with the store manager that all equipment was functional prior to disconnecting and make note of any equipment issues. The technician will record register serial numbers and model numbers on supplied Checklist and pack for shipping. Before closing the box up, take pictures of the equipment showing the equipment is well packed.

*Trips Needed: Two (2) technicians will be required and the work will be completed in one (1) trip, during normal business hours.

* Shipping labels will be provided. All equipment will be left on site and a pick up will be scheduled by the customer.

* Special tools: Laptop with air card and digital camera.

*The technician will need to log in and out with the CrossCom National Project Team @ 800-820-9229

* Deliverables will be required to validate work completion and craftsmanship. All deliverables must be uploaded through the vendor portal prior to leaving the work site. Failure to provide deliverables will result in non-payment.

MATERIAL ON ORDER

Part Number	Part Description	Provided By	Quantity
CCNNYCPOSDEINSTALL-4Reg	De-install Kit for NY&Co (2012) POS Equipment - 4 registers	CrossCom	1.00
FDXCCNRETURNLBL	FedEx CCN Return Label f/De-install systems	CrossCom	5.00
S-3224	Uline 1/2in UPSable Bubble Wrap 24in x 125ft Roll	CrossCom	1.00
S-3224	Uline 1/2in UPSable Bubble Wrap 24in x 125ft Roll	CrossCom	0.00

SPECIAL TOOLS

Description	Provided By
Additional Packing material if needed. Tech should plan on having additional boxes & packing material or be able to get it if needed.	VFT
Digital Camera to take pictures of equipment to show how well protected it is for shipping or to take pictures of any damaged equipment prior to shipping.	VFT
Laptop w/ aircard	VFT

OPTIONAL ITEMS (Confirm with CrossCom before performing any of these activities.)

**Description**

Additional labor - 30 minute increments

DELIVERABLES

Required before last trip checkout.

Description	Acceptance Criteria	Type
Delivery & Acceptance		Delivery & Acceptance
Each POS box before closing	Must be well packed	Pictures
Dell PC box	Must be well packed	Pictures
Cisco Router box	Must be well packed	Pictures
Wireless equipment box	Must be well packed	Pictures
DMX box if applicable	Must be well packed	Pictures
Phone System/Phone box	Must be well packed	Pictures
HP 3800 printer box	Must be well packed	Pictures
HP 3055 Printer box	Must be well packed	Pictures
Store Closing Checklist	Store Closing Checklist	Document



DELIVERY & ACCEPTANCE (D & A):

Trip # _____ Date _____ On-Site At _____ Off-Site At _____

Manager Signature _____ Manager Printed Name _____

Additional Trip Required? Yes / No

Description of Work: _____

Customer Abuse: Yes / No Explain: _____

Trip # _____ Date _____ On-Site At _____ Off-Site At _____

Manager Signature _____ Manager Printed Name _____

Additional Trip Required? Yes / No

Description of Work: _____

Customer Abuse: Yes / No Explain: _____

CHECKLIST

1. How many registers did you de-install? _____
2. How many total boxes are being sent back? _____
3. Did you have to provide any packing material supplies? _____
4. Were there any delays or out of scope issues that need to be reported? _____
5. What is the serial # for the HP RP7800 registers? _____
6. What is the serial # for the Elite Pad (tablet)? _____
7. What is the serial # for the Dell PC/HP Mini from the managers office? _____
8. What is the serial # for the HP Black & White Printer? _____
9. What is the serial # of the HP All in One Printer _____
10. What is the serial # for the Cisco Router? _____
11. What is the serial # of the Cisco Switch? _____
12. How many access points did you de-install? _____
13. What are the serial #s for the APs? _____
14. Did they have a phone system? If yes, what is the model # and S/N? _____
15. Did they have a DMX unit/Mood Media Player? If yes, what is the S/N? _____
16. Did this store have a shoppertrak unit? If yes, did you de-install it? _____
17. Was there any additional equipment to be shipped back? _____

This document must be signed by the site manager and by the technician. See the final page.



18. Name of the manager that signed your paperwork?



COMMENTS & SIGNATURES

Comments _____

Manager Signature _____ Date & Time _____

Technician Signature _____ Date & Time _____