

Fax back if requested. Keep for your records  
Assignment ID: 1111880764

Assignment ID: 1111880764

Title	Assignment Date
Move workstation	December 10, 2020 1:00PM to December 10, 2020 2:00PM EST <b>CHECK IN REQUIRED</b>
Description	ARRIVAL TIME
Move workstation          Activate network connection if required          **TECH MUST CONTACT ALL SUPPORT NUMBERS LISTED IN THE WORK ORDER BEFORE LEAVING SITE.**	_____ AM/PM <b>DEPARTURE TIME</b> _____ AM/PM
Custom Information	Contact Information
<ul style="list-style-type: none"> <li>Client Name: MORGAN STANLEY SMITH BARNEY</li> <li>Case ID #: PRJTASK4776792</li> <li>Customer PO #:</li> <li>Customer Ticket #:</li> </ul>	<b>Support Contact</b> Service Desk (866) 566-4295
Notes	
<div style="border: 1px solid black; min-height: 140px;"></div>	
Approval	
By signing below, you acknowledge your agreement with the satisfactory completion of the assignment details listed above. Additionally, you verify the accuracy of the arrival and departure time(s) entered on this form.	
_____ Customer Name (Printed)	_____ Customer Signature
_____ Date	

Title	Assignment Date
Move workstation	December 10, 2020 1:00PM to December 10, 2020 2:00PM EST <b>CHECK IN REQUIRED</b>
Description	ARRIVAL TIME
Move workstation	_____ AM/PM
Activate network connection if required	<b>DEPARTURE TIME</b>
<p>**TECH MUST CONTACT ALL SUPPORT NUMBERS LISTED IN THE WORK ORDER BEFORE LEAVING SITE.**</p>	_____ AM/PM
Custom Information	Contact Information
<ul style="list-style-type: none"> <li>Client Name: MORGAN STANLEY SMITH BARNEY</li> <li>Case ID #: PRJTASK4776792</li> <li>Customer PO #:</li> <li>Customer Ticket #:</li> </ul>	<b>Support Contact</b> Service Desk (866) 566-4295
Notes	Assignment Location
<div style="border: 1px solid #ccc; min-height: 100px;"></div>	<b>90837 - ATLANTA, GA</b> 5 CONCOURSE PKWY ATLANTA, GA 30328 USA
Approval	
By signing below, you acknowledge your agreement with the satisfactory completion of the assignment details listed above. Additionally, you verify the accuracy of the arrival and departure time(s) entered on this form.	
_____ Customer Name (Printed)	_____ Customer Signature
_____ Date	

<b>Title</b>	<b>Assignment Date</b>
Move workstation	December 10, 2020 1:00PM to December 10, 2020 2:00PM EST <b>CHECK IN REQUIRED</b>
All spend limit requests must be documented and approved. Questions, change of scope or spend limit requests should be directed to: Service Desk,service@telaid.com,(866) 566-4295	
<b>Description</b>	<b>ARRIVAL TIME</b> _____ AM/PM <b>DEPARTURE TIME</b> _____ AM/PM
Move workstation	<b>Contact Information</b>
Activate network connection if required	<b>Support Contact</b> Service Desk (866) 566-4295
**TECH MUST CONTACT ALL SUPPORT NUMBERS LISTED IN THE WORK ORDER BEFORE LEAVING SITE.**	<b>Assignment Location</b>
<b>Instructions</b>	<b>90837 - ATLANTA, GA</b> 5 CONCOURSE PKWY ATLANTA, GA 30328 USA
TASK15837664/ REQ14019495	
*CONTACT TELAID 866-566-4295 TO LOG ON & OFF SITE*	
**Tech MUST contact FDS at 866-276-8950 (formerly DEG) once onsite. ***	
Move workstation	
Asset verification.	
Activate network connection if required	
if port appears disabled (solid amber link), contact ops 718-754-4060.	
- provide full switch name (typically starts with xb) and port(s) to activate.	
- ops will enable port(s) and validate connectivity	
- report switch & port to telaid during check out from site	
**Tech MUST contact FDS at 866-276-8950 (formerly DEG) once onsite. ***	
LCON: Sharon Lavelle +1 770-698-2176	

## Completion Details

### Instructions

All Required deliverables are due upon check out. Deliverables must be submitted prior to requesting an expense reimbursement. This will allow Telaid to review for timely payment approval.

If deliverables are not received within 24 hours from check out, a 10% deduction penalty will be automatically applied to the assignment.

If no deliverables are received within 72 hours from check out, a \$0 payment will be applied to your assignment and another resource will be dispatched to complete the scope of work.

### Deadline

Deadline to submit attachments is **24** hours after assignment start.

### Deliverables

You are required to include **2** attachment(s) for this assignment:

- 1 Sign Off Form
- 1 Other

## Custom Information

- Client Name: MORGAN STANLEY SMITH BARNEY
- Case ID #: PRJTASK4776792
- Customer PO #:
- Customer Ticket #:

## Parts & Logistics

Parts will be supplied by the worker.

## Code of Conduct

Technicians must represent themselves as a Telaid technician, wear either a polo shirt or a buttoned shirt with collar, and clean pants.

## Terms of Agreement

If you are running late, you must notify us before the ETA is missed and provide us with your new ETA. •A 5% deduction penalty will be applied for late arrival to service jobs, unless client penalty is greater. •A \$100 deduction penalty will be applied for each late arrival occurrence on project work, unless client penalty is greater. •If late arrival occurred on work requiring a firm ETA, you risk losing Firm ETA jobs (service or project) for 30-60 days at our discretion. •The firm ETA penalty above will be cross-referenced to all Auto-Routed talent pools and repeat offenders will be removed from Auto-Routing for 30-60 days at our

discretion All required deliverables are due upon Check Out. Deliverables must be submitted prior to requesting an expense reimbursement. This will allow Telaid to review for timely payment approval. If deliverables are not received within 24 hours of Check Out, a 10% deduction penalty will be automatically applied to the assignment. If no deliverables are received within 72 hours from Check Out, a \$0 payment will be applied to your assignment and another resource will be dispatched to complete the scope of work.

## Print Badge

Use this badge to take with you and show on site for your assignment.



**LaToya Cutliff**

On behalf of: **Telaid**

Valid: 12/10/2020 1:00PM to

12/10/2020 2:00PM EST

For: Move workstation (1111880764)