



Incident #: 111356

Customer Reference #: .

Site Name: Tristar Insurance Group

Site Contact: Garret Cantrell

Address: 1234 MARKET ST

Philadelphia Pennsylvania 19107

Site Phone: 214-796-3714

Please call (281) 668-3211 immediately upon arrival to check in.

Scheduled Date and Time: 12/14/2020 3:00:00 PM

Scope of Work:

Tristar Insurance Group
1234 MARKET ST
PHILADELPHIA PENNSYLVANIA 19107

****site Survey ****

*****call Garrett Cantrell 214-796-3714*****

This will be an office where I need a copper Ethernet extension ran, as well as the tech to rack and stack and work with me to get the SD WAN appliance up. I have included the SEPTA team on this email because there are some requirements that must be met prior to pulling cable in the SEPTA building:

We are still in a situation where all contractors need to provide a Covid-Safety work plan before they will be allowed on site. This goes for any contractors coming into 1234 Market Street. We will also need to get an updated certificate of insurance, for each party working here, and finally, we will need to get an engineered drawing for review prior to allowing the routing any cables (Fiber, co-ax, copper, etc...) in the building. Provide number hours needed to complete the work with an additional tech.

TRISTAR Equipment where the extension needs to terminate: 5th floor computer room

DMARC: 8th flr xerox server room rack #1 RU40 Media converter port1 RJ45 handoff tagged.

1. Log in/ out with Tech Americas 281-668-3211

SCOPE OF WORK

(**TOOL REQUIREMENTS **)

- *Laptop w/serial port or usb to serial adapter
- *4G Wireless card or MIFI, HotSpot, Teethering device etc.
- *console cable
- *toner
- *punch tool
- *buttset
- *basic telco and hand tools
- *300' CAT5 cable
- *cross connect wire
- *8' ladder
- *RJ-45 jacks
- *mod plugs
- *Drill

BRING LAPTOP WITH TEAM VIEWER, CONSOLE CABLE, INTERNET ACCESS

(Collateral)

1.Customer signed work order

Tech Americas USA, Inc.
22503 Katy Freeway, Katy, Texas 77450
Support Center: 281-668-3211
Fax: 281-898-7870



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2. Site Photos

Must be sent right after execution at lcutliff@intellicomm1.com

*** Billing process cannot start until ALL deliverable are received ***

Technician Name: _____

Arrival Time: _____

Service Date: _____

Departure Time: _____

I certify that all work was completed as described by the Scope of Work above.

I will submit all photos and documentation to lcutliff@intellicomm1.com within 24 hours.

Technician Signature: _____

Customer Signature: _____