



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

Vendor: 60426  
Purchase Order: 686007-1362569-S80195268  
Work Order: 1362569  
Service ETA: 03/28/2022 11:00 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:** ShopperTrak  
**Site Number:** S80195268  
**Location:** ShopperTrak Brooklyn  
Public Libra  
280 Cadman Plaza West  
Brooklyn, NY 11201  
( ) -  
**Site Contact:** Brooklyn Heights

### Technician Information

**Technician Name:**  
**Technician Phone:**  
**Techs Manager:** Latoya Cutliff  
**Manager Phone:** 4058021262

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

### NET Contact Info:

Please Call: 608 827-2271 \*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: 3/28/2022 11:00 AM

### Scope of Work

ShopperTrak - Site Survey - Brooklyn Public Library - Brooklyn Heights - Technician should arrive  
onsite at the time designated on the Work Order.

#### Safety Protocol Requirements:

1. Techs to wear face coverings and gloves at all times when entering, working in, or exiting stores.
  - a. This can include any of the following based on CDC guidelines: reusable or disposable masks.
2. Techs to maintain social distancing while in stores and follow all posted instructions for customer queuing/metering.
3. Techs to refrain from visiting stores if they have a fever of 100.4 F (37.94 C) or higher, or have



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exhibited any symptoms of COVID-19 within 14 days of the scheduled visit, (ex: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).

a. Or if in the last 14 days, they have been out of the country, traveled by plane/cruise ship or been to areas known to have high concentrations of COVID-19 infections, or been in close contact with a person(s) with a positive or presumed positive COVID-19 case.

4. If a technician is diagnosed with COVID-19 or shown symptoms of COVID-19 within 2 weeks of visiting a store, inform NET/ShopperTrak of the diagnosis.

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1) Log-In

-Call NET Helpdesk (608)827-2271(Option 3) for login. Please have Site ID(Commonly S800XXXXX) or Work Order ready.

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2) Work Order Details and Special Notes

Perform site survey:

-Determine how the cable will be run from the store`s doorway to the network switch. Cable must be concealed.

-Complete the survey form fully and completely

-Collect a signature from the manager or GC verifying the number of customer entrances (below Section1 Grid)

-take pictures of survey forms and email them (see directions below). \*\*\*Survey forms must be submitted before leaving site.\*\*\* If you cannot email survey pages, text them (see directions below) or fax them to (866)476-6657.

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***Site survey.***

*Orbit Type & Connectivity: Orbit 5 - IP*

*Store Open: N*

Notes: Need all additional costs returned for review.

G.C. or Construction Contact:

Ceiling Type:

Ceiling Height:

Pre-Cabled: No

# of Orbits:



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Provision Mode:  
Special Instructions:

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\*Required Tools:  
Laser rangefinder or measuring tape  
Smartphone or digital camera  
Survey form v1.5

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3) Pictures  
TECH SHOULD BRING SMARTPHONE. Tech will need to send all photos listed on the survey form as well as pictures of the survey forms page 1 and 2(full page photos of each)

Send pictures to DSS@nettechnology.com

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

If you encounter issues please try to send photos via text message (put DSS@nettechnology.com where you would normally put a phone number) or find an open WiFi hotspot nearby and try sending again on wireless signal.

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4) Log-Out  
Logout with NET Helpdesk 608-827-2271(Option 2)

\*YOU MUST LOGIN AND OUT WITH NET\*

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

## Resolution



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**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.**