



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

Vendor: 60426
Purchase Order: 657092-1323721-356
Work Order: 1323721
Service ETA: 10/25/2021 8:00 PM
*Purchase Order MUST appear on all invoices and
emailed to apinbox@nettechnology.com or invoice
will be
rejected, Invoice must match this Purchase Order
Receipt.

Site Location Information

Customer: Costco, Inc.
Site Number: 356
Location: Huntsville Warehouse
1205 N. MEMORIAL PARKWAY
HUNTSVILLE, AL 35801
(256) 519-2223
Site Contact: Manager

Technician Information

Technician Name:
Technician Phone:
Techs Manager:

Manager Phone: 4058021262

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

NET Please Call: 608-827-2282 *Your call will be handled in the
Contact order received* The following Login information is needed:
Info: your name, Company Name, work order#, callback
number(mobile#)

Scheduling

2 billable technician required Arrival Time: 10/25/2021 8:00 PM

Scope of Work

Optical Dept Counter Remodel/Move

Confirmed with: Joe Ioia (MGR4) / Night of work contact - AGM Ryan

GC: Jesse w/ Essential Construction - (678) 447 1944

Manager on Duty for ETA:

Lift: Warehouse has lift

Techs: 2 Data Tech,

Materials: white cat6 cable non plenum (3 box), green RJ45 jacks, faceplates, yellow patch
cords, tester, toner, labeler

Logging in, out, reporting delays/issues: 608-827-2282. No work outside SOW without approval
from office.

Photos: Before and After Network Racks/IDF, Work Areas, Jack/Circuit Labeling, Signed Work
Order

Review Costco SOW for details.



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- Location is replacing their current Optical counter. Pull back existing cabling and wait for GC to replace the counter and rerun. New counter is about 6 ft longer. New data cabling may need to be run to reach due to extension of the desk. Use existing ports as no new equipment is being added. GC has work in the Optical doc office but stated he did not believe we would need to do any work in there but to be aware if something did come up.
- Prior to moving devices/cabling, write down ALL the existing devices and their associated connections
- Pull back ALL existing cable runs
- Once new counter is installed re-run all cable drops, placing them in approximately the same spots as the previous counter
- Test all cabling to ensure all are up to spec and labeled correctly
- Re-attach all devices that were previously connected to the exact same drop. Ensure all devices are online and working by warehouse staff.
- Tech MUST grab switch ports for each device for NET HD to ping
- Record and Note down all labels/switch ports for each device on the Device inventory sheet (this MUST be sent to NET DSS before log out)

Send all documents/photos to dss@nettechnology.com. Use work order in brackets for Subject.
Example: [765432]

Signed work order must be received before leaving. Fax to 888-548-0576 if necessary.

Jack/Faceplate Labeling Standard:

- Top should read 'NET' followed by MM/YYYY of install. Example: NET 07/2015
- Each jack to be labeled with Room or IDF followed by panel number then port number.
Example: EDP 3.21

NOTE: Incomplete or failed visit must have NET Costco Team approval before leaving site.

Resolution



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Customer - Managers Name (PRINT)	Customer - Managers Name (SIGN)	Date Time
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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.**