



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

Vendor: 60426
Purchase Order: 799288-1534040-S80224479
Work Order: 1534040
Service ETA: 06/28/2024 10:00 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
Receipt.

Site Location Information

Customer: ShopperTrak
Site Number: S80224479
Location: ShopperTrak Party City
0223
863 Dawsonville Highway
Gainesville, GA 30501
(678) 862-1428
Site Contact: Party City

Technician Information

Technician Name:
Technician Phone:
Techs Manager: Jessica Thomas

Manager Phone: 4058021262

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

NET Please Call: 608 827-2271 *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

1 billable technician required Arrival Time: 6/28/2024 10:00 AM

Scope of Work

ShopperTrak - Site Survey -Party City - Gainesville

- Technician should arrive onsite at the time designated on the Work Order. -- If you run into an
issue onsite and are unable to resolve it yourself within 15-20 minutes please call NET.

1) Log-In

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

2) Work Order Details and Special Notes



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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.

-If store is pre-cabled for ShopperTrak, need photo of cable and existing label showing 'ShopperTrak'

-If site requires a lift, include a photo of the drop off location

Fill out form to the best of the Tech's ability. Fill in as many fields on the form as possible. Skip and move on to the next if something is not there

-Description: Site survey.

Orbit Type & Connectivity: Orbit 8 - IP

*Required Tools:

Laser rangefinder or measuring tape

Smartphone or digital camera

Survey form v1.6

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 [XXXXXX] where XXXXXX = WO number on NET Purchase order (Typically beginning with a 1) To send photos to DSS please create a new email with the in the format shown. The To Line should be the dss email address and the subject should be the WO by itself with no other numbers symbols or text inside of square brackets. The WO number is the 7 digit ID for this assignment

To: dss@nettechnology.com

Subject: [WO#]



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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.

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

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**



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**Sign Off does not release tech from the job site. Any questions need to be directed to
NET Tech Support.**