



By accepting this work order you agree to complete this form, including the site manager's signature, and return it to us in order for us to meet our customer's billing requirements. Your return to us of completed paperwork is a critical element in our timely payment to you for services rendered.

CUSTOMER

Customer : Kohls Department Store

Tech to be OnSite Before : 9/1/2021 5:00:00PM EDT

Site : Kohls # 0449 - Duluth

(See Trip Info Section Below)

Address : 2050 W Liddell Rd
Duluth, GA 30096

Requested By : CRYSTAL MCDONALD

City,State - Zip : Duluth , GA - 30096

Customer Order #:

Problem Code: 3632 KL - Telephone System Issue

Corner Addr :

Phone : 678-417-1818

CROSSCOM INFORMATION

Contact :

Log in and out via IVR **1-800-820-9229**Question Call : **1-800-820-9229**Fax D & A to **1-800-933-5538**

Team : Silver

Dispatcher Notes :

BRIEF STATEMENT OF WORK & COMMENTS

3632 KL - Telephone System Issue

SAFETY/PPE: TECHNICIAN MUST HAVE A FACE MASK TO ENTER THE STORE

Tape off your work area so the customer can maintain distance

Be prepared for potential temperature check prior to store entry

The store is reporting phones are not ringing at customer service. AA is answering and transferring but phones are not ringing. The store is now unable to call outbound unless they dial 9 or 1 before the number.

CROSSCOM LEVEL 2 NOTES

TMR

No remote access.

Need a VFT on site to work with level 2.

TRIP INFORMATION

| <u>Arrival Date</u> | <u>Arrival Time</u> | <u>TimeZone</u> | <u>TripDescription</u> | <u>NoOfTechs</u> |
|---------------------|---------------------|-----------------|------------------------|------------------|
| 09/01/2021 | 05:00 PM | EDT | Service | 1 |

TECHNICAL NOTES

Site Contact: Manager on Duty

Type of Rate for the First Trip: Standard Rates



Travel Charge for the First Trip: None
Return trip is at Standard Rates
Only One (1) Tech is Approved for this work order

The technician MUST adhere to CrossCom's Dress Code, ID Badge and Tool Requirement
Tech will need cabling, jacks, cable tester and tools.

The technician needs to Log In/Out via the CrossCom IVR 800-820-9229.
Also MUST speak with a CrossCom Technical Service Representative BEFORE LEAVING SITE upon logging out.
Failure to do so may result in non-payment.

EXPECTATIONS:

DO NOT EXCEED 60 MINUTES - YOU MUST CALL CrossCom FOR AUTHORIZATION OF ADDITIONAL TIME.
Failure to update may result in a short pay.

Field Service Representatives must upload the completed work order prior to leaving site with manager's signature to the vendor portal at
www.mycrosscom.com PRIOR TO LEAVING SITE. Failure to upload paperwork in a timely manner may result in Non-Payment.

DO NOT complete any additional work on site without approval from CrossCom.
"PROGRAM CHANGES" are not to be made without corporate approval.
"SOW" must be confirmed and all work completed and addressed.

Please clean up any mess you make, this includes cables, jack, packing materials and boxes.
Do Not Leave a Mess

Kohl's Customer Specifics:

*** If this is a LEC ISSUE, the Tech Must call the Local Carrier (LEC) to report the line trouble and obtain a REPAIR NUMBER / ETA and
advise the Service Team BEFORE leaving the site***
*** TECH MUST CONFIRM PARTS ARE ON SITE WITH CrossCom BEFORE ARRIVING TO SITE ***
*** The technician must send all defective or unused equipment back to CrossCom with the provided Pre-Paid Return Label***

MATERIAL ON ORDER

| <u>Part Number</u> | <u>Part Description</u> | <u>Provided By</u> | <u>Quantity</u> |
|--------------------|-------------------------|--------------------|-----------------|
| NONE | | | |

SPECIAL TOOLS

| <u>Tool Description</u> | <u>Provided By</u> |
|-------------------------|--------------------|
| NONE | |

OPTIONAL ITEMS

Note : Confirm with CrossCom before performing any of these activity.

| <u>Description</u> | <u>Quantity</u> |
|--------------------|-----------------|
| NONE | |

**TECHNICIAN DATA**

Trip #

Date

On-Site At

Off-Site At

Manager Signature_____
Manager Printed Name

Description of Work:

Additional Trip Required? Yes / No

Customer Abuse (Circle): Yes No Explain: _____

Trip #

Date

On-Site At

Off-Site At

Manager Signature_____
Manager Printed Name

Description of Work:

Additional Trip Required? Yes / No

Customer Abuse (Circle): Yes No Explain: _____

COMMENTS_____
Manager Signature_____
Date & Time_____
Technician Signature_____
Date & Time



March 23, 2020

SUBJECT: COVID-19 VIRUS (Essential Worker)

To Whom It May Concern,

I am actively employed by CrossCom National, LLC, as a technician and responsible for the repair, service and maintenance of technology equipment inside retail stores. We serve supermarkets, pharmacy chain stores, and other essential retailers. Those retailers we support, include, but are not limited to the following and their associated brands:

- | | |
|--------------|-----------------------|
| - Target | - Rite Aid |
| - Costco | - Food Lion |
| - Albertsons | - Hannaford |
| - Safeway | - Dollar General |
| - Kroger | - Family Dollar |
| - Sam's Club | - AutoZone |
| - Walmart | - Advanced Auto Parts |
| - Walgreens | |

We are considered essential as we support critical services within our customer base that allow these essential retailers' IT infrastructure, Alarm Systems, and Telecommunications Infrastructure to remain functional and in good working order. If there are any questions or concerns related to my working during this time or during any future "shelter in place" action within this location, please contact my employer representative, Ken Miller (Director, Field Services) at (847) 850-6298 (Direct) or (847) 903-7996 (Cell).

CrossCom
900 Deerfield Parkway
Buffalo Grove, IL 60089

847-520-9200
847-419-4884

www.crosscom.com