

# How we work with you

Customer Value Form

Please complete the following information so that Nextech can work with you in a manner that supports your requirements and maximizes service performance:

Yes/No	Item
_____	Sign in/out with _____.
_____	Filters and Materials may be stored at _____.
_____	Mail copy of report to _____.
_____	Attach copy of service report to invoice.
_____	Security pass required.
_____	Keys needed from _____.
_____	Restricted areas are _____.
_____	Mechanical Drawings / Control Drawings are located _____.
_____	Parking Instructions _____.
_____	Manager _____ Phone # _____.
_____	Pager / Mobile # - On-Site Maintenance Personnel _____.

## Authorization

\_\_\_\_\_ has the authority to sign the service reports.

\_\_\_\_\_ has the authority to approve extra work to a \$ \_\_\_\_\_ .00 limit.

\_\_\_\_\_ has to be contacted for work above this limit.

## Other information

\_\_\_\_\_

\_\_\_\_\_

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