



National HVAC Management Services

125 South Main Street  
Freeport, NY 11520  
Phone # 800-649-6804 Fax # 800-876-3928  
<http://www.brinco.com/>

CALL SLIP NUMBER: 2074085

CLIENT PO #: 267189017

SERVICE LOCATION # 2198  
BARNES & NOBLE #2198  
175 FALON LANE  
ALTOONA, PA 16602-6541  
Phone # 814-941-2135

VENDOR INFORMATION  
NATIONAL TAB  
1329 E. Kemper Road  
Suite #4210  
CINCINNATI, OH 45246  
Phone # 855-682-6822  
Fax #  
Mechanic # S032

DISPATCH DETAILS  
Dispatch Date: 07/19/25 10:08 pm  
Schedule Date: 8/31/2025  
Response Time: 0 Hours  
Priority: Scheduled Visit  
Not To Exceed: \$ 4,750.00  
Problem Code: PROACTIVE REPLACEMENT CHANC  
Overtime Approved No  
# of Technicians: 1

MANDATORY IVR INSTRUCTIONS

Technicians MUST utilize Brinco's proprietary APP to validate work performed and time on site (check-in and check-out) which includes the GPS validation of presence onsite.

SITE SPECIFIC INSTRUCTIONS

**LIGHTSTAT LOCATION**

Contractor #: 13504 Call Slip #: 2074085

DESCRIPTION OF WORK  
Test and Balance

BRINCO REQUIREMENTS

1. Technicians MUST utilize Brinco's proprietary APP to validate work performed and time on site (check-in and check-out) which includes the GPS validation of presence onsite.
2. PHOTOS must be provided of unit nameplate and condition prior to work being performed, and condition after the work is completed, for each unit the technician worked on.  
On all DIAGNOSTIC CALLS, a photo of the unit nameplate and the failed component (where possible) must be provided to validate work performed.  
On all PREVENTIVE MAINTENANCE, a photo of the nameplate, and a photo of new dated filters installed in the unit will be required.
3. Upon completion of mobile app check out, please follow the instructions on the screen. On a PM visit, if no additional work is required, you will not be required to speak with Brinco's service contact center (SCC). In all other cases, you will be required to call the SCC to report your findings and resolution in real time, and receive your Brinco process number to expedite invoice processing.
4. If the above schedule date and time of arrival cannot be met, you must call Brinco and speak with a representative immediately.
5. If repairs can be completed while the technician is onsite, or the following day, and an increase in NTE is needed; please contact a live Brinco representative at 1-800-649-6804. If work cannot be completed within this time frame, or an increase in NTE cannot be provided in real time, a written proposal must be provided within 24 hours.
6. All work tickets must state, time in, time out, Unit Number, make, model, and serial number, number of technicians, technician's name(s), work performed, manager's signature and store stamp (if available).
7. Overtime and multiple technicians must be approved by Brinco in advance.
8. All work tickets must be submitted to Brinco within 24 hours of completion.
9. Do not exceed the NTE amount listed above without prior authorization from Brinco.
10. Travel and truck charges are NOT allowed, we allow a charge of one hour for the first half hour for unapplied time.
11. This Call Slip is subject to the terms and conditions of your vendor agreement with Brinco Mechanical Management Services, Inc., including any addendums.



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12. All required insurance coverages must be in full force and effect at the time work is performed.