



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: 2062294

CLIENT PO #: 311044891

SERVICE LOCATION # 057  
REI #0057  
375 COCHITUATE ROAD  
FRAMINGHAM, MA 01701-4653  
Phone # 508-270-6325

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

DISPATCH DETAILS  
Dispatch Date: 05/23/25 11:14 am  
Schedule Date: Unscheduled  
Response Time: 0 Hours  
Priority: Scheduled Visit  
Not To Exceed: \$ 5,000.00  
Problem Code: PROACTIVE UNIT REPLACEMENT  
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

**EMS issues to be troubleshot with Tuten Labs at 1-866-869-8856. If EMS parts need to be ordered, obtain the part # and notate the technician you troubleshot with.**

Contractor #: 13504 Call Slip #: 2062294

DESCRIPTION OF WORK

Perform Test & Balance including report

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.



**UNIT REPLACEMENT CLOSE OUT CHECK LIST:**

In order to expedite payment, please be sure the following required documents and related photos have been submitted with your invoice to **Brinco Mechanical Management Services:**

- Units clearly numbered (visible from a distance in permanent marker/paint)
- Equipment list with filter count
- Roof sketch
- Confirmation of proper EMS operation (*print screen request*) **\*\* if applicable**
- Five clear PICTURES per unit – front, back, and both left and right sides, and one clear photo of the unit tag (to be submitted via email or [www.dropbox.com](http://www.dropbox.com) with invoice). Example:



And the tag:



- Signed work ticket from store
- Building Department Inspection Sign-Offs \* if permits were filed
- Conditional Lien Release Waiver (to be submitted with your invoice)