



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: 2084604

CLIENT PO #: .

<p>SERVICE LOCATION # 00406 BURLINGTON COAT FACTORY #0406 833 LANCASTER DRIVE NE EMS SALEM, OR 97301-2929 Phone # 503-588-2232</p>	<p>VENDOR INFORMATION NATIONAL TAB 1329 E. Kemper Road Suite #4210 CINCINNATI, OH 45246 Phone # 855-682-6822 Fax # Mechanic # S032</p>	<p>DISPATCH DETAILS Dispatch Date: 09/05/25 10:28 am Schedule Date: 9/5/2025 Response Time: 4 Hours Priority: Same Day response - 4 Hours Not To Exceed: \$ 3,875.00 Problem Code: PROACTIVE REPLACEMENT CHANC Overtime Approved No # of Technicians: 1</p>
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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.

Contractor #: 13504

Call Slip #: 2084604

SITE SPECIFIC INSTRUCTIONS

**EMS Contact Number: If service call is business hours Mon-Thursday 8AM-5PM and Fri until 1PM, please call the following persons directly at Burlington: 1. Josh Koutishian-609-667-5153; 2. Stephan Tyler Steele- 609-508-6651. For confirmation of reconnections only after repairs and to troubleshoot issues with the Encycle devices. If after or before those times listed or (Sat, Sun or Holidays) tech will need to get in contact with EMS vendor NOVAR 833-384-0577**

**Note: If tech finds damaged or missing EMS controllers/sensors or VFD's there is no need to call and validate just propose work and provide part order #'s and RTU numbers. Replacement parts are no longer required to be sent back after replacement and can be disposed of as per City/State/County guideline.**

**Note: If the key to the roof hatch padlock is not available from Store Management, the HVAC technician is authorized to cut the pad lock to gain access to the roof. In addition, purchase a new lock and install it on the roof hatch, providing the manager with the keys to the new lock.**

DESCRIPTION OF WORK

Perform T&B on 4 units

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.



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