



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: 2057074

CLIENT PO #: 309514019

SERVICE LOCATION # 2742

BARNES & NOBLE #2742
9 MARKETPLACE DR
AUGUSTA, ME 04330-8037
Phone # 207-621-0038

VENDOR INFORMATION

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

DISPATCH DETAILS

Dispatch Date: 04/22/25 02:34 pm
Schedule Date: 5/31/2025
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

Contractor #: 13504

Call Slip #: 2057074

DESCRIPTION OF WORK

Test & Balance inc 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.