

# Buckley SERVICE/STARTUP REQUEST

REQUEST TYPE

MAIN OFFICE: (781) 878-5000 SERVICE DEPARTMENT: (781) 681-3245

|              |                |               |                        |
|--------------|----------------|---------------|------------------------|
| TODAY'S DATE | ACCOUNT NUMBER | CUSTOMER NAME | REQUESTED SERVICE DATE |
|              |                |               |                        |
| PMD #        | QUOTED PRICE   | CUSTOMER PO#  | SALESPERSON            |
|              |                |               |                        |

## JOBSITE CONTACT INFORMATION

|                |                       |                         |
|----------------|-----------------------|-------------------------|
| Job Name       | Site Contact Name     | Site Contact Phone #    |
| Address Line 1 | Project Manger Name   | Project Manager Phone # |
| Address Line 2 | Project Manger E-Mail |                         |
| City           | State                 | Zip Code                |

## DESCRIPTION OF WORK TO BE PERFORMED

|  |
|--|
|  |
|--|

## EQUIPMENT

| UNIT # | TAG | MANUFACTURER | MODEL # | SERIAL # |
|--------|-----|--------------|---------|----------|
| 1      |     |              |         |          |
| 2      |     |              |         |          |
| 3      |     |              |         |          |
| 4      |     |              |         |          |
| 5      |     |              |         |          |
| 6      |     |              |         |          |

Buckley Associates agrees to inspect and/or perform service on above listed equipment at the above referenced job location. If job is not a quoted price, billing rates are as follows: Straight Time \$200.00/hour; Overtime \$300.00/hour; Trip Charge \$75/trip. In the event the service request exceeds 8 total hours, the customer will be notified and asked for prior approval before any additional work is performed. The Minimum Billing is 4 hours plus applicable trip charges.

Upon receipt by Buckley Associates of this executed document, requested service work will be scheduled.

For customers with open accounts, Buckley Associates payment terms are NET 30 days from the date of our invoice. A retainer is not applicable on this order and will not be withheld. Payment shall be made in full 30 days from date of invoice regardless of agreements between the customer and any other parties, resolution of back charges, litigation, or other claims. A credit card deposit will be required for any customers without an open account with Buckley Associates.

Customer Signature

Date

Printed Name

Send completed request to [service@buckleyonline.com](mailto:service@buckleyonline.com) or fax to (781) 681-3424.

# *Buckley* EQUIPMENT READINESS FOR STARTUP

Project: \_\_\_\_\_

Customer: \_\_\_\_\_

In order for Buckley Associates to ensure a successful startup we need your assistance in verifying that certain jobsite conditions are met. All equipment must be fully installed. This includes:

- √ Mechanical Readiness related to floor, wall, or roof mounting
- √ Ductwork and Piping Connections
- √ Power and Control Wiring

If the equipment is not in the proper condition and additional time and/or trips are necessary additional charges will apply.

**PLEASE VERIFY THE FOLLOWING INFORMATION**

|                                 | Yes                      | No                       | N/A                      | Comments |
|---------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Power Wiring                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Control Wiring                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Heating Piping (Gas, HW, Steam) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Cooling Piping (DX, CW)         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**THE FOLLOWING TRADES ARE TO BE SCHEDULED**

|                       | Yes                      | No                       | N/A                      | Comments |
|-----------------------|--------------------------|--------------------------|--------------------------|----------|
| Mechanical Contractor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Electrical Contractor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Controls Contractor*  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| General Contractor    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

\* The controls contractor shall have a copy of the sequence of operation.

Power and control signals must be available and fully functional to the equipment. The electrician and controls contractors must be readily available for testing and repairs to any faults discovered to facilitate the completion of the equipment startup. The customer is responsible for coordination of all trades to be available for the equipment start-up.

In the event that any of the above conditions are not met it shall be at the discretion of the Buckley technician if he/she will remain at the site and attempt to perform the startup or reschedule for an alternate day and time. The customer will incur the expense for our technicians travel time and for any additional trips required to the jobsite. **This cost will be in addition to any quoted startup costs.**

**Send completed request to [service@buckleyonline.com](mailto:service@buckleyonline.com) or fax to (781) 681-3424.**