



## CONCIERGE

Your company name/logo goes here.

### WORK ORDER ISSUE DATE

WORK ORDER No:

TICKET No :

REF :

#### SITE INFORMATION (Where the job will be performed)

Client Name :  
Work Location :  
Site Code :  
City, State, Zip :  
Local Contact Details:

#### CUSTOMER INFORMATION (Your company)

Company Name  
Address  
City, State, Zip  
Point of Contact  
Project Manager  
Cell:

#### PARTNER INFORMATION (tech's company if outsourced)

Company Name  
Address  
City, State, Zip  
Telephone, Facsimile +33 (669) 720 303 (Primary/Cell)  
Point of Contact

#### GUIDELINES (for your tech)

Be friendly & professional  
Be properly groomed  
Be on time or a bit earlier  
Complete the assigned tasks  
Report any new opportunities that may arise directly to itconcierge.fr

### DESCRIPTION OF WORK REQUESTED

#### NATURE OF THE ACTIVITY

#### Scope of Work:

Job Details:  
Preferred Date of Arrival:  
Time of Arrival:  
Summary of Work:  
Required Tools :  
cable tester  
Laptop  
cat5e/6 crimping tools

#### DELIVERABLES

1. Photos Before Work
2. Photos After Work
3. Work Order Signed by the customer

#### SPECIAL INSTRUCTIONS

Remote support contact:  
Escalation contact:  
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#### CUSTOMER'S HARDWARE/ SOFTWARE ON SITE

Switch Brand Model Serial / Name  
Router Brand Model Serial / Name

#### MATERIAL & OTHER ITEMS THAT YOU HAVE PROVIDED

ITEM DESCRIPTION	QUANTITY	PRICE	PURPOSE
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### SCHEDULE AND RELEASE INFORMATION

TECHNICIAN'S NAME: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_  
DEPART DATE: \_\_\_\_\_ DEPART TIME: \_\_\_\_\_ TECHNICIAN/ENGINEER SIGNATURE \_\_\_\_\_

### SITE CONTACT CERTIFICATION & QUESTIONNAIRE

#### WE APPRECIATE YOUR FEEDBACK

Job completed successfully? Yes \_\_\_ No \_\_\_

Professional/polite? Yes \_\_\_ No \_\_\_

Would you like us to follow up regarding this job? Yes \_\_\_ No \_\_\_

AUTHORIZED SITE CONTACT NAME: \_\_\_\_\_

AUTHORIZED SITE CONTACT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_