



SEND INVOICE TO:
CLS Facility Services
 8061 Tyler Boulevard, Mentor, Ohio 44060
 www.clsfacilityservices.com
 Phone 800.548.3542 • Fax 800.615.0174

**SERVICE
 WORK
 ORDER**

LOCATION TO BE SERVICED

SCOPE OF WORK

ELECTRICAL

CLS P.O. #

NOT TO EXCEED \$

WORK DONE PER SCOPE

ADDITIONAL WORK PERFORMED THIS TRIP

TIME _____ HRS

Please check additional items and repairs as needed up to the not-to-exceed limit. **If replacement is needed, call CLS.**

EXIT SIGNS Working Properly Needed Repairs **EMERGENCY LIGHTING** Working Properly Needed Repairs

QTY	CONTRACTOR-MATERIALS USED	QTY	CLS-MATERIALS USED	QTY	CUSTOMER-MATERIALS USED

FOR BALLASTS REPLACED LIST WARRANTY CODE DATES

- Magnetic/Core & Coil _____
- Electronic _____

CALL CLS FOR INSTRUCTIONS ON WARRANTY MATERIAL RETURN.

TECHNICIAN

- LIGHTING SERVICEMAN
- ELECTRICIAN
- SIGN SERVICEMAN

EQUIPMENT

- SIGN TRUCK UNDER 40'
- SIGN TRUCK OVER 40'
- CRANE
- LIFT

DESCRIPTION

- CEILING HT UNDER 14' OVER 14'
- INDOOR MALL SIGN
- OUTDOOR BUILDING SIGN
- POLE SIGN

TYPE OF CALL

- CONTRACT
- T & M
- PROJECT
- EMERGENCY
- GENERAL REPAIR

SERVICEMAN'S NAME _____

HELPER'S NAME _____

TRAVEL TIME _____

TIME IN _____

TIME OUT _____

TOTAL HOURS _____

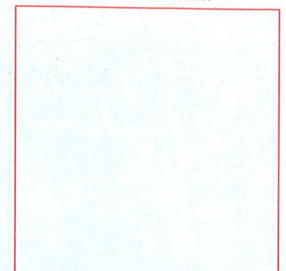
BEFORE LEAVING LOCATION, CALL CLS TO REPORT:

- JOB COMPLETE
- JOB NOT COMPLETE
- ADDITIONAL WORK NEEDED _____

OUR TELEPHONE NUMBER

800.548.3542

STORE STAMP



PLEASE DO NOT SIGN UNLESS ALL SHADED AREAS ARE COMPLETE

I FULLY UNDERSTAND THE SERVICE WORK PERFORMED AND IT HAS BEEN COMPLETED TO MY SATISFACTION

CUSTOMER SIGNATURE

DATE

WHITE - CLS COPY

GREEN - CONTRACTOR COPY

PINK - STORE COPY