



E-Mail: Tech@salem-dist.com

PRE-SERVICE ENGINEER APPROVAL FORM

Please fill in the **BOLD** areas and fax complete form to (336) 766-1119

Customer: _____
Machine Type: _____ **Serial #:** _____
Description of work to be performed: _____
Customer's estimated labor hours: _____

Expenses to be paid by the customer include the following:

- 1.) Air and ground transportation
- 2.) Hotel accommodations and Meals
- 3.) Direct labor and travel time,
- 4.) Miscellaneous expenses (i.e. materials for the job).

Please be ready for the Engineer upon arrival to warrant against any delays or penalties.

Rate per hours is as follows:	4 to 8 hours	\$100.00 per hour
<u>A minimum of 4 hours required.</u>	9 to 40 hours	\$95.00 per hour
	Over 40 hours	\$90.00 per hour
	Travel Time	\$45.00 per hour

Travel time begins when the Engineer departs from home or the previous job and ends when the Engineer arrives at the next job or returns home.

Engineers work Monday through Friday. If required, they will work Saturday and Sunday at the below stated rate:

4 hour minimum \$120.00 per hour

When a layover period includes Saturday and/or Sunday, a minimum charge of 4 hours per day with a rate of \$120.00 per hour will be charged to the customer.

By signing below you confirm that you have read this agreement and concur upon the above listed rates.

Purchase Order Number: _____ **Date:** _____
Customer's Signature: _____ **Title:** _____

Please direct questions to the Technical Service Manager: (800) 234-1982 Ext. 286

Any Change pertaining to the service engineers itinerary, originated by the customer, without prior written notice or the consent of the Technical Service Manager will be subject to some or all of the following expenses: the Engineers hourly rate, the Engineers hourly travel expense, the travel companies expenses (airline and car rental penalties), and hotel accommodations. Illustrations include but are not limited to: the delay of an installation or service once Engineer is onsite; additional expectations or requirements pertaining to an installation or service, requirements that exceed the manufacturing specifications, and finally, extraneous circumstances that extend the completion date of the project. This clause is to insure that the Engineer is employed or compensated for lost time.

Salem Distributing reserves the right to amend any Policy or Technical Service Rate in the future. This document and applicable service rates are good for a period of 30 days commencing on the above signed date.