



VENDOR PO #
143596-01

Service Date 3/9/23 09:00 AM
Client PO # 238000589
Priority URGENT
Order Type CAMERA
NTE \$245.00

SOS Maintenance
P.O. Box 601
Brooklyn, NY 11237
Phone # 718-323-1861 Fax # 929-499-9597

ANA BAYANGOS
abayangos@sosmaintenanceinc.com
929-334-4195

SERVICE LOCATION

KINDERCARE EDUCATION - Loc # 301659
18275 NW WEST UNION ROAD
PORTLAND, OR 97229
Phone # 503-531-4046 Fax #

VENDOR # 635942

Empower Digital Solution
7700 SW Hyland Way
Beaverton, OR 97008
Phone # 503-806-0530 Fax #

SERVICE DESCRIPTION

ENTIRE CENTER / Intercom / Cameras / Intercom / Not Working / All the intercoms in our whole center are not working

BILLING INSTRUCTIONS

Please click 'Confirm' to accept this work order. When accepting, you are agreeing to follow all protocol, rules and regulations listed below.

COI, W9, Workers Compensation, and Vendor Agreement Submission:

SOS Maintenance should be listed as 'Additionally Insured'.
Email: Certificates@sosmaintenanceinc.com
Fax: 718-228-9654
Mailing Address: P.O Box 601, Brooklyn NY 11237

Invoice Submissions:

Email: paperwork@sosmaintenanceinc.com
Fax: 929.499.9597
Mailing Address: P.O Box 601, Brooklyn NY 11237

Billing Requirements:

Invoice submitted within 48-hours of completion with one invoice per work order.
Please refer to vendor agreement for payment terms upon receiving ALL documents (Including COI, W9 and Photos).
All invoices must have work order number listed.
Ensure work order is signed by a location manager.
Invoice should include a detailed breakdown of services (labor, materials, etc.).
Invoice should include Client Name, Location Number, and Vendor W/O#.

Quote/ Proposal Submissions:

Proposals should be submitted within 24-48 hours of on-site arrival.
SOS Quote Form' should be used, and materials and labor should be broken out as needed.
Proposal should only be submitted if work cannot be completed while on site.
Please ensure photos are attached, and support the proposed cost.

Email: vendorquotes@sosmaintenanceinc.com
Fax: 929.499.9597

Photos:

Before and After photos are required for every work order (no exceptions). Failure or inability to submit photos may cause a delay in payment.
Please email updates and notes to updates@sosmaintenanceinc.com.

PM Services:

For any check-in/out, updates, and NTE increases on Preventative Maintenance work orders, please call 929.239.4256.

NTE Increases:

Please do not perform service for any unauthorized work order. If an NTE increase is needed while on site, you can reach an S.O.S Coordinator 24/7 at the number listed at the top of the work order.



SIGN OFF SHEET

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PORTLAND, OR 97229

Phone # 503-531-4046 Fax #

IVR Pin #

54587708

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STORE STAMP

Store Manager's Signature

Print Name

Date

Time In

Time Out

