



Summer Maintenance 2010

Please complete form and email or fax back to Ashley – acarlson@unitedvisual.com / (630) 467-1616

District & School Name: _____

Summer Contact for Pick Ups/Deliveries: _____

Phone: _____

Email: _____

Summer Contact for Estimates: _____

Phone: _____

Email: _____

Earliest Date Equipment can be picked up: (Ex: June 6th) _____

ONCE WE RECEIVE YOUR COMPLETED FORM YOU WILL BE NOTIFIED OF YOUR PICK UP DATE. PLEASE NOTE THAT THESE DATES ARE SUBJECT TO CHANGE DUE TO SPACE AT OUR FACILITY. YOU WILL BE NOTIFIED IF YOUR PICK UP DATE CHANGES.

Equipment to be Picked Up: (Ex: 20 Overheads/5 VCRs/10 Video Projectors) _____

PLEASE ESTIMATE THE AMOUNT AS ACCURATELY AS POSSIBLE. IF YOU DO NOT HAVE A FAIRLY ACCURATE ESTIMATE AT THIS TIME, PLEASE NOTE IT ABOVE STATING IT IS A "ROUGH" ESTIMATE

Estimates:

I approve **ALL** overheads requiring additional work up to \$75 (or \$____) without an estimate.

I approve **ALL** VCR's & DVD's requiring additional work up to \$65 (or \$____) without an estimate.

Is your School open during the Summer for deliveries? YES NO (Circle or Underline)

If YES, please list hours and where equipment should be dropped off _____

If NO, please list the earliest date equipment can be dropped off and where _____

2010 – 2011 School Year Resumes: _____

IF YOU DO NOT HAVE AN ACCURATE DATE, PLEASE PROVIDE THE DATE YOU BELIEVE SCHOOL MAY RESUME

Additional Notes: _____

Please mark all units being sent in as "Summer Maintenance" or "SM". Please remember to remove all overhead roll attachments, acetate rolls, and cores whenever possible to eliminate any additional charges. If you are aware that a unit needs additional work, please mark it accordingly