

**REQUEST FOR START-UP SERVICE**  
(To be completed by electrical contractor or other requestor)

Job Site Name : \_\_\_\_\_ Invoice Number : \_\_\_\_\_

Job Site Address : \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

Distributor : \_\_\_\_\_ Purchase Order Number : \_\_\_\_\_

Electrical Contractor : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Person to Contact : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Manufacturer's Rep : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Owner Representative : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Date Service is Requested : \_\_\_\_\_

**Note: Two Weeks Advance Notice Required**

Part Number : \_\_\_\_\_

Serial Number : \_\_\_\_\_

**1) The Start-up service schedule will be determined by previous commitment, job priority, and the existing field service schedule, considering geographical location.**

**2) A service date will not be set until this form has been completed and returned. Once it has been received the manufacturer will make every attempt to meet the requested service date.**

**3) Service requests received for systems outside of the manufacturer's service area will be issued to a factory authorized service center. Once the job has been issued the service center will contact the customer directly to schedule a service date that is conducive to both of their schedules.**

**Note: The manufacturer can not set a service date for the service center as they maintain their own work schedule.**

**THE FOLLOWING INFORMATION MUST BE PROVIDED PRIOR TO START-UP SERVICE BEING SCHEDULED (NO EXCEPTIONS)  
CHECK OFF EACH ITEM BELOW TO CONFIRM THAT IT HAS BEEN COMPLETED**

\_\_\_ 1) Physical installation is complete. This includes the installation and wiring of the batteries in their designated location according to the battery layout provided with the system.

**Note: Batteries should be inspected for damage prior to sending in this form.**

\_\_\_ 2) Electrical connections have been made "both input and output" to the system and all loads are connected and ready to have power applied.

**Loads should be tested for shorts prior to connecting to system.**

\_\_\_ 3) An owner representative named above will be notified (once a service date has been set with the factory or 3rd party service center) and should be present for instruction and training during start-up service.

**Return service trips for owner training will be at an additional expense.**

**If video tape training is required contact factory for additional "Video Tape Training Agreement" Form.  
This form must be completed prior to video tape training being allowed by factory.**

**I DO HEREBY CERTIFY THAT THE ABOVE CONDITIONS HAVE BEEN MET AND ANY ADDITIONAL EXPENSES INCURRED IF THE SYSTEM IS NOT READY FOR START-UP WILL BE INVOICED TO ME.**

Print Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_