ALPHA TELECOM SERVICES INC.

Reseller of Nortel Telephone Equipment and Accessories

42 Vision Way, Brampton ON L6P 1J2
Tel: 905-204-6970 Fax: 905-794-7862

WORK ORDER

info@alphatelecom.ca

Date _____

Customer Type: ○ New ○ Existing ○ T & M ○ Warranty ○ Maintenance

Work Type: ○ Phone Help ○ Billable ○ Non Billable ○ Installation ○ Upgrades
○ MAC ○ Cabling ○ Training ○ Service ○ _____

Billing Information		System	
Customer Name		Sys ID	
Address		IP Address	
City/Province	P Code	Voice mail	
Contact		VM Sys ID	
Phone	Fax	VM IP	
E-mail address		Other	

Requested Work	Assigned To

Actual Work Completed	Hours
Total Hours	

* minimum 1 hour billing, ½ hour increments thereafter

Equipment Returning Equipment Requires AT Authorization Status Code: OBF Warr Eval T&M Maint

No	Part Number	Description	N/R	Status	Qty

Prior approval required for return of any equipment to Alpha Telecom. Equipment needs to be returned in original undamaged packaging.

I accept work and equipment supplied by Alpha Telecom Services Inc.

_____ _____ _____
Customer Signature Print Name Date