



Work Order:

Stay-Lite Lighting Corporate Headquarters
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FOROFFICEUSE:
 WALGREENS

Scope of Work

Due: 12/11/23

PART DESCRIPTION PRODUCT CODE	CUST MTL	QTY	LOCATION OF ITEM SERVICED INTERIOR/EXTERIOR	D & R	REPR INST L	TRBL	EQUIP (LV/LT)	WRTY Y/N	RECYCLE

Record time for: D&R-dissassemble/reassemble, REPR/INSTL-repair/install, TRBL-troubleshoot
 EQUIP(LV.LT)-truck needed, WRTY-warranty
 Recycle Lamps: 4' & under = R4; 5'and over = R5; UCC = RUC; HID = RH; GLS JAKTD = RGJ; Inc.=RI; R&Par = RP; Broken = B
 Recycle PCB Ballasts: 4" rapid start = R4RS; 4'-8' slimline = R4SL; 4'-8' Ho&Sign = R4HO; HID Cap = RHC
 Recycle NON-PCB ballasts: Electronic = RFLO; HID = RCC Recycle Battery: Lead/Gel = RLG; Nicad = RNI

JOB COMPLETE:		JOB NOT COMPLETE:		WHY JOB IS NOT COMPLETE?
DATE		TECHNICIAN		
DATE		SITE MANAGER SIGNATURE		PRINTED NAME OF SITE MANAGER

REQUIRED STEPS: (Check all to acknowledge task complete)
 VERISAE CHECK IN/CHECK OUT USING MOBILE SHORTCUT _____
 CHECK IN WITH STORE MANAGER _____
 CHECK OUT WITH STORE MANAGER _____
 PROPRIETARY NOTES ATTACHED _____
 SEE ATTACHED MAP _____

STORE STAMP BELOW