



BITO
 20 Reith Street
 Copiague, NY 11726
www.bitousa.com 1-866-BITO-USA

Telephone: 1-866-bitou-usa
 Tel: 1-866-248-6872
 Tel: 1-631-940-9796
 Email: bitousa@bitousa.com

Field Service Request and Authorization of Charges

| | |
|--|------------------------|
| Order # _____ | Date _____ |
| Labor Rate: \$160/Hour | Company Name _____ |
| Travel Rate: \$80/Hour | Address _____ |
| Travel Mileage: \$1/Mile | City, State, Zip _____ |
| Technician's Per Diem: \$60/Day, over 8 hrs. | Telephone _____ |
| Airfare, Tolls, Lodging, Parking and all other expenses are charged based on actually incurred expenses. | Fax _____ |
| | Contact _____ |
| | Email _____ |
| Please email completed form to: support@bitousa.com | |

| Parts Required | | | | |
|----------------|------|-------------|------------|-------|
| Item | Qty. | Description | Price Each | Total |
| | | | | |
| | | | | |
| | | | | |

Sub Total _____
 Shipping & Handling _____
 Total Amount _____

Customer's Authorization Signature: _____
By signing this form you agree to pay the pertinent charges above
Additional PO's or payment authorization forms may be required to complete all billings

| | |
|-------------------------------------|---|
| MACHINE / SYSTEM INFORMATION | Please include information for both Hardware & software |
| MODEL | SERIAL NUMBER |
| MODEL | SERIAL NUMBER |
| MODEL | SERIAL NUMBER |
| MODEL | SERIAL NUMBER |

| REPORTED PROBLEM / REQUIRED SERVICE |
|-------------------------------------|
| |
| |
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| |
| |

| INTERNAL USE ONLY | |
|-------------------|------------------|
| Ordered BY: | |
| Approved By | Department |
| Date Received | Date of Approval |
| | Date of Service |
| Comments | |
| | |