



SERVICE CALL REQUEST FORM

URGENT SERVICE CALL REGULAR SERVICE CALL
This call is urgent,
but can be handled between
7:30 AM - 4:00 PM Monday - Friday

Electronic System Services, Inc. will do whatever we can to accomodate your specific requests. Staff is available to schedule regular service calls during the hours of 7:30 AM until 4:00 PM, Monday through Friday.

NOTE: IN AN EMERGENCY, PLEASE DO NOT FAX OR EMAIL THIS REQUEST. CALL (239) 561-3774 - AND YOUR CALL WILL BE TRANSFERRED TO AN ON-CALL TECHNICIAN FOR IMMEDIATE RESPONSE.

We will call you as soon as possible to schedule your service call.

Customer Information

Person to Contact: _____ Phone Number: _____
Site Location Name: _____ Address: _____
Exact Location on Site: _____ Room #: _____

Detailed description of issue at Site: _____

(Check all that apply.)

- Too Cold
- Thermostat Not Reading
- Plant Operation Failure
- Too Warm
- No Airflow
- Communication Loss

Requested date of service: _____ Preferred Technician _____

For ESSI use only

Call Returned: _____

Customer Scheduled: _____

Service Call Results: _____

Service Call Closed: _____