

A V SERVICE Ltd

Specialists in Education

Business & Technology Centre
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Our Ref: AVSS/07
Date: March 2007

Audiovisual / Office Equipment Repair Service Application Form

The service provides a service dedicated to those companies and schools involved in the scheme to service or repair audiovisual and office equipment as and when needed, run as other AV services, **on a competitive basis**.

The length of time required is a matter for individual organisations to decide, an example is set out below.

The service would be to attempt to repair or service audiovisual / office equipment on-site where possible, and if not, repair the equipment at our workshops. so saving valuable time, with the minimum downtime.

Places are limited and allocated on a 1st come 1st served basis. If interested, a prompt response from you would be greatly appreciated, so that we can formalise an agreement. Please tick box preferred, and we will discuss the option.

The annual charges and options are as follows -

Option 1

An unlimited number of callouts

Option 2

Payment of £

(a) **Regular monthly visit of ½ day.** Installing and commissioning new audiovisual equipment. User related problems.
(b) **An unlimited number of emergency callouts.**

Option 3

Payment of £

(a) **Regular fortnightly visits of ½ day.** As option 2, where more time is needed to keep equipment running
(b) **An unlimited number of emergency callouts.**

Option 4

Payment of £

Regular weekly visits of ½ day. As option 2.
No callouts

★ **Machines that may have to be taken to the workshop for service or repair are FREE of charge for all 4 options, and does not infringe on the allocated time.**

Organisation:			
Name	Signature	Designation	Date

If you require further information, please do not hesitate to phone me, at 0161 787 3086

Yours Sincerely,
Ken
Contracts Manager

PLEASE POST BACK, NOT FAX BACK, OR EMAIL

