

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO A and D Delegation Program PREVENTATIVE MAINTENANCE ORDER (PMO)	P.O. Number _____ (Speed Chart) (Dept. Ref. #)
	DATE: _____

VENDOR:

Refer all questions concerning this order to:

Name: _____
 Phone: _____
 Box #: _____

SHIPPING INSTRUCTIONS:

University of California, San Francisco

_____ Dept. Name

_____ Contact & Room No.

_____ Address

_____ City, _____ State _____ Zip

BILL TO: (Invoice in duplicate)

University of California, San Francisco
 Accounting Office,
 UCSF Box 0812
 San Francisco, CA 94143-0812

Taxable: [] **Yes** (parts billed separately) [] **No** (labor)
 Vendor shall supply University Purchasing Department with insurance data prior to performance under this Purchase Order.
 [] Maintenance service performed
 [] Vendor facility
 [] On-site

FOB Point:	Ship By:	Payment Terms:	Price By:
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Equipment:	Declared Value of Equipment (for Insurance Purposes): \$ _____	
Serial Number:	Model Number:	UC Property Number:

WORK DESCRIPTION

Location of equipment: _____

Term of Contract: Commencing on _____ 19__ and ending on _____ 19__

Pricing is based on Published Price Listed (name & date) _____

Reimbursable parts will be provided at Contractor's List Price less: _____% discount.

Excluded Service Rate (discounted _____%): \$ _____/HR (regular service rate) \$ _____/HR (overtime service rate). Minimum \$ _____ per emergency call. Billable service in _____ min./hr increments.

Travel charges, if any _____

Standard Service Hours: Weekdays, _____ a.m. and _____ p.m. PST, _____

Telephone Response Time: _____ On-site Response Time: _____.

Work orders/service records: Department signature required [] Copy to be provide to Department []

Warranty on reparative service: _____ days on parts _____ days on labor and travel.

Terms and conditions applicable to this contract are those contained hereon and those contained in University of California Agreement # _____.

Authorized UCSF Signature _____

Phone # _____

Vendor Signature _____

Phone # _____

SEE REVERSE SIDE FOR GENERAL TERMS AND CONDITIONS.

Retain copy for departmental files
 rev. 10/1/97