

141 GARLISCH DRIVE, ELK GROVE VILLAGE, IL 60007
PHONE 847-690-0755 E-FAX 847-660-2920



New Customer Service Setup Form

Customer Information

Customer name: _____
Address: _____
Address: _____
City, State, Zip: _____
Telephone, Ext: _____
E-mail Address _____
Tax Exempt? Yes / No _____ Fed ID # _____

Service Location: _____

Customer Contact Information

Billing AP Contact: _____ Email : _____
Service Contact: _____ Tel No: _____
Type of Business: _____
PO Required? _____ (Y/N) AP Tel No: _____

Service Approval Information (Persons approved to sign-off work Tickets)

Name(s): _____

Work Requested to be Performed (General HVAC Service or specific project)

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Cooling Equipment Service will provide HVAC Repair/Replacement services at our standard Time and Material Rates in effect at the time of the service: current rates, as of June 1st, 2024, \$180.00/hr. Straight time weekdays, \$270/hr. Overtime and Saturdays and \$360.00/hr. on Sundays and Holidays.

In addition, a \$40.00 truck charge will be invoiced for each service day involved.
A 3.5% fee will be added for all credit card payments.

All material provided in the course of repair/replacement will be invoiced at Cooling Equipment Service, Inc. list price.

Signature: _____ Date: _____

PLEASE E-MAIL COMPLETED FORM to: coolingar@coolingequip.com, use E-FAX listed above, or Mail to: Cooling Equipment Service, Inc., 141 Garlisch Drive, Elk Grove Village, IL 60007 for immediate processing.