

**Sylvester's
Maintenance & Mechanical
New Customer Form**

Please email completed form to: service@sylvestersmm.com

Request Service: Call 303-495-2299 or email above.

For invoice questions, call (303) 495-2299 or email: ap@sylvestersmm.com

Customer Information	
Customer/Business Name:	Customer/Business Address (location of service work):
Authorized Site Contact for Service Work Requests:	Authorized Contact Phone Number and Email:
Are PO's Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Name and Email for PO's:
AP Information	
Parent Company Name (if applicable):	AP Contact Name:
AP Contact Phone Number and Email:	Is Your Company Tax Exempt? (if yes please attach tax exempt certificate): <input type="checkbox"/> Yes <input type="checkbox"/> No
Invoicing Preference (Select the method in which you would like to receive invoices) <input type="checkbox"/> Mail – Billing Address: _____ <input type="checkbox"/> Email – Email Address: _____ <input type="checkbox"/> Web Portal – Portal Name: _____ (If invoices are submitted via a web portal, a 3% service charge will be added. Please note Sylvester's Maintenance & Mechanical may not be able to access the portal without the customer initiating an invite or vendor setup) Customer Web Portal Contact Name and Email: _____	
Payment Method (Select the payment method for invoices) – Sylvester's Maintenance & Mechanical has Net30 Payment Terms <input type="checkbox"/> Check – Remit to Address: PO Box 10, Parker, CO 80134 <input type="checkbox"/> ACH – Include your company's ACH Authorization Form <input type="checkbox"/> Credit Card – There is a 3% service charge added at the time of payment.	
Sylvester's Maintenance & Mechanical Terms and Conditions	
Company Hours: Monday through Friday, 7:30 AM to 4:30 PM	Rates: Hourly: \$175 per tech Overtime: \$262.50 per tech
After Hours Work: For work conducted after hours Monday through Friday and on weekends and holidays there is a four-hour minimum charge at the overtime rate for a minimum charge of \$1050.	
Sylvester's Maintenance & Mechanical will retain title to any equipment/material that may be furnished until final payment is made and if settlement is not made as agreed, Sylvester's Maintenance shall have the right to remove the same and Sylvester's Maintenance & Mechanical will be held harmless for any damages resulting from the removal thereof.	
Replacement parts carry manufacturers warranty only, workmanship guaranteed for thirty days. Any request for service adjustment must be made within thirty days of date service was rendered. Product and labor warranties are contingent upon adherence to manufacturer's product specific planned preventative maintenance. Damages caused by failure to conduct required maintenance, employee error, repair work provided by others in lieu of Sylvester's technicians, and/or regular wear and tear will not be covered under warranty and are subject to standard service labor rates.	
Service requests may not be scheduled until completed New Customer Form is returned. Email form to service@sylvestersmm.com .	

_____ Customer Signature

_____ Print Name

_____ Date