



Radio & Phone Systems ■ Cellular ■ Paging

To: State Installation Subcontractors
Subject: Billing Requirements

All technicians must be familiar with the following forms:

- State's TD-213 form
- Vehicle Check-in/Check out form
- Pre-installation and client requests form
- Post-installation functional check out form

TD-213

- All state agencies fall under this contract. All work performed must have a TD-213 prior to work commencing.
- This form is for labor only. Parts and materials will be provided by the State. The technician prior to signing off on the work must request any parts or materials not included in the "kit". Once the technician signs the TD-213 it is their responsibility.
- All state agencies must provide an order number on the TD-213.
- Subcontractor must fill out Service provider information. Any missing or incorrect information may result in a non-pay.
- State agencies will provide you with a 5 digit billing code.
- Please insure your technicians include any additional items completed. I.E.: if the agency requires two antennas, techs must indicate two antennas on the TD-213.
- Time and materials not on TD-213 cannot be completed until approved by the State.
- Fax all completed TD-213 to Commercial Radio & Electronics at (707) 445-9518. Do not fax to the State. This would result in a non-pay.

State Agencies

All State agencies are covered by this contract. They may contact a subcontractor anytime but must have a TD-213 to do so. Any work completed without a TD-213 will result in a non-pay. Work is to be scheduled within 3 days of initial contact and completed within 15. Any work not at the satisfaction of the State will result in subcontractor being removed from contract.

Travel expenses

All travel must be pre-approved. Please indicate subcontractor's mileage to job site prior to scheduled install.

I have read and understand the requirements to Contract #3113196.

Subcontractor Name

Signature

date