



In-Line Air Conditioning Co. , Inc.
85 East 21st Street
Bayonne, N.J. 07002
(201) 339-8122 office (201) 339-0305 fax
Visit Us at www.INLINENJ.com

New Client Profile **Please Note this form is also available at www.inlinenj.com/mresc**

School Name: _____

Address 1 : _____

Address 2: _____

City: _____ State: NJ Zip Code: _____

Main Contact: _____ Tel #: _____ Cell #: _____

Fax #: _____ Email: _____

Other Important Number: _____

Billing Contact: _____ Tel #: _____ Cell #: _____

Fax #: _____ Email: _____

Notes: _____

Location Information: (Please use provided additional sheet or attach a directory if more than one location)

Location # ____ of ____ () Check if same as above

Location Name: _____

Address 1 : _____

Address 2: _____

City: _____ State: NJ Zip Code: _____

Site Contact: _____ Tel #: _____ Cell #: _____

Fax #: _____ Email: _____

Other Important Number: _____



N.J. State Approved Co-Op #65MCECCPS
HVAC Re-Bid # MRESC 12/13-81
Bid Term 3/15/2012 – 3/14/2015
www.mresc.k12.nj.us



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Service & Repair Calls:

As per the terms of our agreement with MRESC Co-Op, In-Line Air Conditioning Co. Inc. (In-Line) shall only recognize purchases with an approved purchase order.

Once you have been registered as an MRESC client in our system, our standard procedure is to either email, fax, or call in service requests to our office at mdorans@inlinenj.com / 201-339-0305 fax / 201-339-8122 office. Our office will then dispatch a HVAC service professional to your service location. The tech will diagnose the problem(s) with the system and our office will follow up with a service estimate of the repairs to be performed. The estimate shall be done in accordance with MRESC guidelines and the original service call time will be included in the estimate. If the estimate meets with your approval, you must send us an authorized purchase order in accordance with the terms of the MRESC bid. If the client opts not to perform the repairs, an authorized purchase order must be submitted to apply the original technician diagnoses fee.

Authorized Individuals:

Please indicate below the name and title of authorized personnel who can request service and check off whether person is authorized to issue a Purchase Order (PO) and/or Can make service requests (SVS). In-Line will also send automated emails to those checked off below. Our system will email the individual when a tech is dispatched and when he has completed work at your location.

Name:	Title:	Email	AEM	PO	SVS





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