

Vincent's Heating & Plumbing's *Valet Service:*

We take the busy out of the business!TM

Valet Service Authorization Form

Name		Primary Phone #	
Home Address		Cell Phone#	
Service Address <i>(if different)</i>		E-mail	
		Alt. Contact Name & Info:	
		Alt. Phone #	

I am the owner of the service address described above and hereby authorize Vincent's Heating & Plumbing, Inc., to perform service at that address per these instructions (initial all that apply):

- ___ at the request of the above contact person during normal service hours.
- ___ at the request of the above contact person during emergency (overtime) service hours.
- ___ in the case of a **heating emergency** situation -- in the case of no heat, unsafe conditions, etc..
- ___ in the case of an **air conditioning emergency** situation -- in the case of no cooling, unsafe conditions, etc.
- ___ in the case of a **plumbing emergency** situation -- in the case of water damage, its prevention, unsanitary conditions, etc.
- ___ in the case of **any plumbing, heating, or air conditioning service** as requested by the above contact person.

I have **supplied a key** to Vincent's and authorize them to enter and work at the service address without any one present in the case of the above initialed situations, to perform repair service(s) that I have authorized, and to maintain my heating and cooling equipment according to the terms of my VHP Club member benefits subject to the following stipulations:

(Please describe any special instructions, any pets to be aware of (and names), which door the key goes to, any alarm or security requirements or codes, garage door codes, etc. If more room is needed, use reverse side.)

Valet Service Terms: Vincent's will notify you in advance (including the day before) when its tech will be visiting to perform system maintenance. If you have a no-heat or no-cool situation, just call Vincent's and it will be taken care of the same day.

In consideration of the performance of the above requested service(s) I agree to pay for any service performed by Vincent's within the scope of the above terms, according to Vincent's prevailing normal or emergency charges per its standard payment terms. This agreement will be effective until I send notice of cancellation in writing to the below address.

Client Date Client Date

A note about emergency service or repairs:

Vincent's will attempt to contact you or your designated contact person regarding the cost of repairs prior to performing the repair. In the case that no one can be reached Vincent's will perform the minimum immediate service required until you can be contacted for further approval. No charges to your credit card or bank account will be made until you are notified and permission is given to do so.

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