

# Texas State Library & Archives Commission

## Service Detail Form

**Vendors are required to sign-in with TSLAC staff at the facility.**

This form is required for services to agency equipment or property. This form **MUST** be completed for each visit and accompanied with the invoice.

Failure to send invoice with this form to Accounts Payable (AP@tsl.texas.gov) will result in delay of payment.

<b>Company Name</b>						
<b>Associated Invoice No</b>		<b>Date</b>		<b>Arrival Time</b>		<b>Depart Time</b>
<b>Model No (if applicable)</b>				<b>Serial No (if applicable)</b>		
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<b>Reason for Visit</b>

<b>Description of service (please confirm below whether service is complete or if follow-up is needed)</b>	<b>Service Under Warranty (please check box)</b>
	<input type="checkbox"/>

Part Number	Part Description	Price

Technician Name	Number of hours	Hourly Rate
<b>Total Cost</b>		

Technician Signature \_\_\_\_\_

Technician Printed Name \_\_\_\_\_

TSLAC Signature \_\_\_\_\_

TSLAC Printed Name \_\_\_\_\_

PLEASE NOTE: This form is used to provide details of service for agency equipment and property and will be made a part of our records. This form will not provide authorization for payment.