



PO/Contract #: \_\_\_\_\_

## Field Service Request Form

Please complete ALL sections of this request form and email or fax a hard copy of the purchase order and this form to the coordinator to facilitate dispatch.

This information **MUST BE RECEIVED** before Drake Controls will make travel reservations.

Basic Request & Contact Information	
Today's Date:	On-site Request Date:
Company Name:	Estimated Duration of Service:
Contact Name:	Purchase Order No.:
Position:	PO Buyer Name:
Email Contact:	Buyer E-mail:
Contact Phone No.:	Buyer Phone No.:

On-Site Contact Information	
Primary Contact Person:	Alternate Contact On-Site:
Contact Phone No. (Office & Cell):	Alternate Contact Phone No.:
Contact E-mail:	Alternate Contact E-mail:

Site-Specific Information			
Site Name:			
Site Street Address:			
City:	State:	Zip:	Country:
Site Specific Requirements (i.e. TWIC, Basic, Basic+):			
Certifications:			
PPE Requirements:			

Travel Logistics	
Nearest Airport:	Recommended Hotel:
Hotel Phone No.:	Hotel Address:

Job Specific Information	
Prime Mover Type:	Prime Mover Model:
Application Type:	
Type of Governor/Equipment:	
Part No(s):	Serial No(s):
<b>Continued on Page 2...</b>	

Drake Controls, LLC  
8731 Fallbrook Drive  
Houston, TX 77064  
877-544-5201  
713-996-0195

Drake Controls - West, LLC  
7050 Village Drive, Ste A  
Buena Park, CA 90621  
877-602-3743  
714-562-1077

Drake Controls Corpus Christi  
8233 Leopard Street  
Corpus Christi, TX 78409  
361-360-6003

Drake Controls de Mexico S. de R.L. de C.V.  
Ave. de las Granjas #56  
Colonia Sector Naval  
Azcapotzalco, C.P. 02080, Mexico D.F.  
001-888-418-DRAK

[www.drakecontrols.com](http://www.drakecontrols.com)

**Job Specific Information Continued...**

Additional Equipment/Controls Onsite:

Reason for Request (please provide specific scope of work):

Standard Working Hours:

Standard Working Days:

Additional Information/Notes:

***Unless otherwise agreed in writing, standard Drake Controls Field Service rates and terms shall apply.***

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please sign and return to Drake Controls via email at [service@drakecontrols.com](mailto:service@drakecontrols.com) or fax to: 713-996-0195.***

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