



Subject: URGENT REMINDER - Suncor Work Order Amendment Form
Importance: High

Subject: **REMINDERSuncor Work Order Amendment Form**

Attn: NEE Service Managers and DSS Contractors

This is a reminder to all managers and technicians that **under no circumstances is paperwork to be sent to Suncor.** It **MUST** be sent to National Energy Equipment by fax or email:

1. Fax the **Suncor Work Order Amendment form (sample copy attached)** and the **actual signed Work Order** from the site to 1-647-689-2834 upon completion of installation

****OR****

2. Scan and email a PDF copy of the **Suncor Work Order Amendment form (sample copy attached)** and the **actual signed Work Order** from the site to ServiceProject@nee.ca upon completion of installation

Ensure this is passed on to your technicians. It has come to our attention that these instructions are not being followed, this is unacceptable. If these instructions are not clear or you have any questions please contact your local NEE service office for further details.

Nama Namasivayam

(Original Email sent Sept 23, 2013)

Subject: Suncor Work Order Amendment Form

Attn: NEE Service Managers and DSS Subcontractors

Please note that effective immediately you are **no longer** required to email the **SUNCOR WORK ORDER AMENDMENT** and your **work orders** to SUNCOR. Instead we require these **signed** forms and your work orders to be faxed to 1-647-689 -2834 **from the site or emailed to NEE upon** completion of installation.

Technicians performing OTC installations at a Suncor site have the following options:

- Fax the **Suncor Work Order Amendment form** and the **actual signed Work Order** from the site to 1-647-689-2834 upon completion of installation
- or-
- PDF the **Suncor Work Order Amendment form** and the **actual signed Work Order** from the site to ServiceProject@nee.ca upon completion of installation



It is a Suncor requirement and is mandatory that we get these forms to them upon completion of the installation. We still require **all other documentation (the Suncor OTC EMV Time Tracking log, OTC Checklist etc.)** to be emailed to ServiceProject@nee.ca as soon as the installation is completed.

Thank you,
Nama Namasivayam

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