

# SUBHAM ENTERPRISES

Authorised Dealer of

RICOH INDIA LIMITED

Reg. Office :  
Flat No. : 202, Bldg. No. : 4,  
Phase 8, Siddhachal (Near)  
Hanuman Mandir, Vasant Vihar  
Thane (W) 400 610

Depot :  
C-124 Basement,  
Station Plaza,  
Bhandup (W),  
Mumbai - 400 078.

M. +91 9892409559  
+91 9967029881  
T. 022 - 6797 3548  
R. 022 - 2171 8707  
E. prasad.raghuwender@gmail.com

## SERVICE CALL REPORT

CUSTOMER NAME & ADDRESS: <i>St Andrew College Bandra (w) Mumbai</i>		Tel : _____		SCR NO.: <i>213</i>	Date: <i>09/10/2018</i>				
E-mail: _____				Date: _____		Time: _____		Status (Tick)	
				Received <i>09/10/2018</i>		<i>3:30</i>		Warranty <input type="checkbox"/>	
Equipment				Attended <i>03/10/2018</i>		<i>1:30</i>		CSMC <input type="checkbox"/>	
				Completed <i>03/10/2018</i>		_____		Chargeable <input type="checkbox"/>	
Consumables in stock with customers				Model <i>D216ZC00765</i>		Machine Sr. No. <i>D216ZC00765</i>		_____	
				Master Counter <i>826</i>		Copy Counter <i>93911</i>		_____	
Master Roll <input type="checkbox"/>		Ink Cartridges <input type="checkbox"/>		Call Type		Installation <input type="checkbox"/>		Preventive Maintenance <input type="checkbox"/>	
_____		_____		Warranty Maintenance <input type="checkbox"/>		AMC Maintenance <input type="checkbox"/>		_____	
Problem Reported : <i>Servicing</i>									
Root Cause : <i>Servicing</i>									
Action Taken : <i>Serviced the m/c &amp; tested. m/c working in condition with good copies.</i>									
Non-Billable <input type="checkbox"/>					Billable <input type="checkbox"/>				
Part No.	Description	Qty.	Part No.	Description	Qty.	Rate	Amount		
						<b>Total Amount</b>			
						<b>GST @ 18%</b>			
						<b>SUB.TOTAL</b>			

Engineer's Signature : *[Signature]*  
Name : *Dilip Chodankar*  
Designation : \_\_\_\_\_

The call has been attended and completed to my complete satisfaction.  
Customer Signature *[Signature]*  
Name : *John Fernandes*  
Designation : *Sr. Clerk*  
Official Seal : \_\_\_\_\_

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Ref.no.: SE/SEP

Date: 28/09/2018

To,

ST.ANDREW'S COLLEGE OF ARTS

ST. DOMNIC ROAD,

BANDRA (WEST)

**Subject: Comprehensive Annual Maintenance Contract for Copy Printer Machine Model no.DX2430 & DX2330 Sr. No. D2167C00765 & D216ZC00940 (Two Machines)**

Dear Sir,

We thank you for using our product copy printer machine at your institution.

**Comprehensive Annual Maintenance Contract charges (with spares) Rs. 15000/- per year  
(Per Machine) Total Amt. Rs.30000/- + 18% GST Rs.5400/- Total Amount Rs.35400/-**

- Ø Once in three months Preventive maintenance service will be provided.
- Ø Any no. of breakdown calls will be attended.
- Ø It includes all spares parts except Drum, Thermal head and main board.
- Ø Cost of Consumables will be extra as applicable.
- Ø Short circuit and damage by rat will not be covered under AMC.
- Ø Advance Payment.

Thanking you & assuring of our best services at all times.

Yours truly,

For Subham Enterprises

*Bagayath*

Authorized Signatory

EXY  
PRIT