

### Help us all *Stay Safe!*

By limiting the time we are inside your home, we help each other! Follow the procedure for when your technician arrives. Call our office if you have any questions.



1. Please make sure you have changed your filter
2. We will call to confirm when the technician is on his way.
3. Please make sure the outside unit is accessible.
4. The technician will find out what is wrong with the system & call you with the diagnosis & authorization for the repair.
5. He may need to come inside to check the indoor part of your system. Please have the front door unlocked in order for him to come in.
6. If you approve the repairs the office will call you for payment.
7. The technician will email your invoice to you.