

SERVICE NUMBERS

CANON 703-807-3250 (Customer Service Number)

2120 (Small Copier) - VJB35972
(To read meter pull front cover down)

6060 (Big Copier) - NCK80489
(To read meter open right front door)

FEDEX 1-800-950-9399

(ACCT. #17709676)

When bill comes in:
Pull air bills and attach to bill by tracking number

When mail goes out:
File air bill by month

To order supplies:
Call 1-800-GO FEDEX; give account #

S. C. HERMAN 202-296-8366 (Service Calls)
(Calls re: AC, Heating, Leaks, Lights, Doors?, other building problems)

CENTRAL SAFE AND LOCK

FEDERALL SECURITY SYSTEM

BellAtlantic (Repairs)

GREAT BEAR 1-800-950-9399
(ACCT. # 17709676)