

Service request form

Date: _____

Company name: _____

Contact : _____

Bill to:

Ship to :

Tel : _____ Ext: _____ Fax: _____

Email : _____


<p>P.O. number (if account is active): _____</p> <p>Credit card number: Visa _____ Master Card _____</p> <p>Expiration date: _____</p>
--

<p>Preferred Method of Communications: Phone: _____ Fax : _____ E-mail: _____</p>

Item	Manufacturer	Model	Serial number	Rep.	Cert.	Warr.
1						
2						
3						
4						
5						

Service request form

In the case of a repair, please confirm the following:

Item No.	Description of Problem
	

In the case of a warranty, please confirm the following:

Item No.	Invoice number	Description of Problem

In case of a calibration certificate, would you need the 24 hour service (if available) Price is normal calibration certificate cost plus 40%. Do you require this 24 hour service on:

Item 1 _____ Item 2 _____ item 3 _____ Item 4 _____ Item 5 _____

Comments or special instructions

Item No.	Special Instructions

In the event of a calibration, extra charges may apply for specific points (you will be advised upon evaluation).

*** Please note that an evaluation fee minimum is applicable on all items sent for repair, this also applies to non reparable items. 45.00\$ MINIMUM**