

SERVICE REQUEST FORM

Company Name: _____

Date: _____

*Contact Name: _____

Phone: _____

**Must be authorized to approve repairs*

Email Address: _____

Fax: _____

<p style="text-align: center;"><u>Billing Info</u></p> <p>Address: _____ _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p><input type="checkbox"/> PO Number: _____</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard (PO Required if No CC)</p> <p>Credit Card No: _____</p> <p>Expiration Date: _____ CCV: _____</p> <p>Signature: _____</p>	<p style="text-align: center;"><u>Shipping Info</u> <input type="checkbox"/> (Same as Billing)</p> <p>Address: _____ _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Return Via:</p> <p><input type="checkbox"/> UPS Ground <input type="checkbox"/> UPS Blue <input type="checkbox"/> UPS Red</p> <p><input type="checkbox"/> Local Pickup</p> <p>Location: _____</p> <p>Other: _____</p>
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Unit Information

Make & Model: _____ Serial Number: _____

Service Required: _____

Description of problem: _____

Additional Info: _____

Yes, I would like to receive a rental unit with 15% discount off rental fees while my unit is being repaired. Please send a unit to the above shipping address immediately.

Please RUSH my repair for an additional \$100 (does not apply to fall blocks).

I acknowledge that should repairs be declined, a minimum evaluation charge of \$75 plus shipping and handling will be charged per unit. Further, unit repairs that have not been authorized within 15 days of evaluation are assumed declined and will be returned with the \$75 evaluation charge. I also certify that the equipment described above has been thoroughly cleaned and decontaminated of all chemical, biological and radioactive contaminants and also certify that the returned unit is safe for unprotected human contact.

Name: _____ Signature: _____

**Must be signed before any work is done to your equipment

Safeware Information Customer ID: _____ SWO Number: _____

7079 Oakland Mills Rd
Columbia, MD 21046
800-331-6707
301-683-1242 F

801 W. 116th Suite 400
Westminster, CO 80234
800-341-9408
303-496-3400 F

510 Eastpark Court, Suite
120 Sandston, VA 23150
800-814-7898
804-800-4490 F

5710 S. 32nd St.
Phoenix, AZ 85040
800-331-6707
301-683-1242 F

2445 Hilton Dr. Suite 119
Gainesville, GA 30501
770-963-0207
678-450-8698 F

techservices@safewareinc.com

www.safewareinc.com

****Mark Packages ATTN TECHNICAL SERVICES**
****Do Not Ship Calibration Gas with your Instrument**
An additional \$35 hazmat fee will be assessed if shipped back to you.

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