

Service Request

Form ES-F10



Instructions: One form to be completed per instrument / equipment.
Enter as much information as possible.
Print form and return with goods.

Remember to include All accessorise required for normal operation.

Date of Request	
Company Name	
Contact Name	
Address	
Phone	
Email	
Purchase order	
Instrument Type	
Model	
Serial Number	
Accessories	
Fault Symptoms or Service Request.	

Notes:

If repairs can be completed under \$130, is authorisation given for repairs to be undertaken? ☐ YES ☐ NO

If repairs are not authorised, or a quote is required an inspection / service fee of \$65 per item is chargeable. This covers the cost of testing, cleaning, dismantling, quotation and possible minor repairs.

If equipment is not repairable or if customer does not go ahead with repairs as quoted. Equipment will be kept for a maximum of 30days. Goods not collected within that timeframe will be disposed of.

Prices quoted are exclusive of GST.

Sign to agree with these terms.