

REQUEST FOR EQUIPMENT SERVICE

Contact Name	
Phone Number	
E-mail	
Return Shipping Address	
Model of the Instrument and included accessories	
Serial Number	
DESCRIBE THE PROBLEM YOU WANT US TO CORRECT IN AS MUCH DETAIL AS POSSIBLE. If previous repair attempt was unsuccessful please describe what if any parts have been replaced or removed from the instrument. We reserve the right to charge an evaluation fee if we are not informed about repair attempts that require additional troubleshooting	
ADDITIONAL SERVICE: CALIBRATION Yes/No and Type	
Return Shipping; Collect (provide account number) or Prepaid. Carrier Name & Service Level	
Do you need your instrument insured for return shipment? If Yes indicate value.	

VERY IMPORTANT!!!

Instrument must be packed according to the manufacturers requirements (see user manual).

Shipping box must have at least 3 inches of cushion on ALL sides of the instrument.

General packaging instructions can be found at <http://www.ups.com/using/services/packaging/guidline.html>

ATTACH THE FILLED OUT FORM TO THE INSTRUMENT. OUR SHIP TO ADDRESS IS:

**Attn. Repairs
Equiptek Labs Inc.
2628 Bayshore Parkway
Mountain View, CA 94043
Tel. 650-938-5511**