

## REQUEST FOR EQUIPMENT SERVICE

Contact Name	
Phone Number	
E-mail	
Return Shipping Address	
Model of the Instrument and included accessories	
Serial Number	
<b>DESCRIBE THE PROBLEM YOU WANT US TO CORRECT IN AS MUCH DETAIL AS POSSIBLE.</b> 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	
<b>ADDITIONAL SERVICE: CALIBRATION</b> 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.	

Equiptek Labs is not responsible for any damage or loss to the customer's property caused by common carriers, natural disasters or civil unrest.

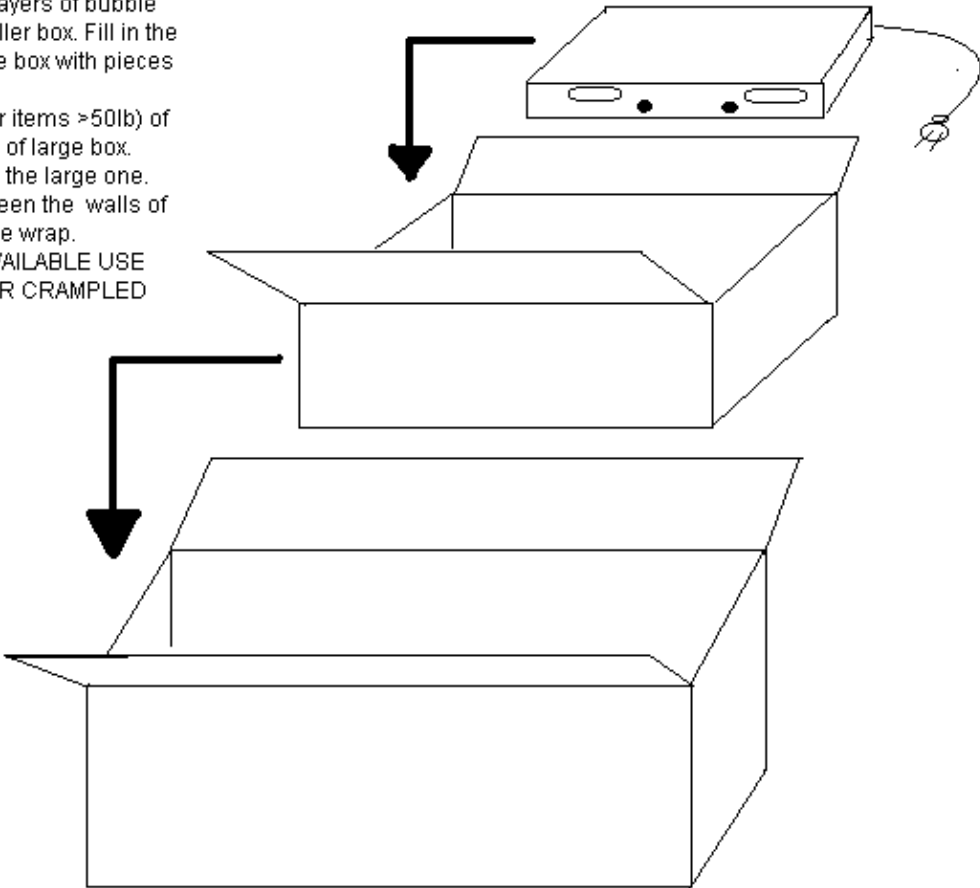
**ATTACH THE FILLED OUT FORM TO THE INSTRUMENT. OUR SHIP TO ADDRESS IS:**

**Attn. Repairs  
Equiptek Labs Inc.  
3585 Haven Ave., Unit F  
Menlo Park, CA 94025  
Tel. 650-261-1711**

**PLEASE GIVE THE 2nd PAGE OF THIS FORM TO A PERSON IN CHARGE OF PACKING YOUR EQUIPMENT**

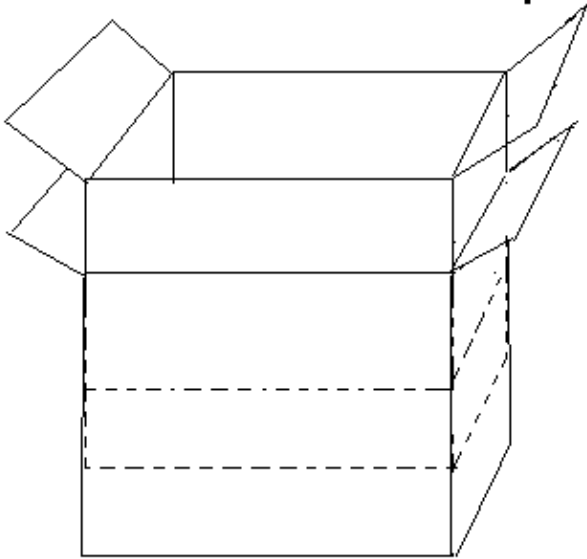
**IF THE ORIGINAL PACKAGING MATERIAL OR FOAM IN PLACE IS NOT AVAILABLE, USE DOUBLE BOXING METHOD TO AVOID DAMAGE IN TRANSIT.**

- 1. Wrap equipment in 3-4 layers of bubble wrap and put it inside smaller box. Fill in the remaining space inside the box with pieces of bubble wrap.
  - 2. Put 3 inches ( 4" to 5" for items >50lb) of bubble wrap on the bottom of large box.
  - 3. Lower the small box into the large one.
  - 4. Fill in empty space between the walls of two boxes with more bubble wrap.
- IF BUBBLE WRAP NOT AVAILABLE USE STYROFOAM PEANUTS OR CRAMPLED PAPER INSTEAD.



**PROPERLY PACKAGED ITEM SHOULD BE PROTECTED ON ALL SIX SIDES WITH 3 TO 4 INCHES OF PACKAGING MATERIAL**

**Double wall boxes of greater strength can be easily created if you take two boxes of the same size and insert one of them into another. The bottom flaps of the inside box should not be taped together.**



**REMEMBER! NO CARRIER WILL HONOR A DAMAGE CLAIM IF EQUIPMENT WAS NOT PROPERLY PACKAGED**