

## REQUEST FOR EQUIPMENT SERVICE

Contact Name and Address	
Phone Number	
E-mail	
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	<b>NO</b>  NOTE: Unless customer lists calibration failure and describes it's nature as a reason for the repair, calibration cost will be accessed even if the instrument fails to pass cal after repairs.
Return Shipping. You may use your Fedex or UPS account. Specify amount of shipment insurance if required.	

Attach this form to your instrument and ship it to:

Equiptek Labs, Inc.  
3585 Haven Ave., Unit F  
Menlo Park, CA 94025  
Tel: (650) 261-1711

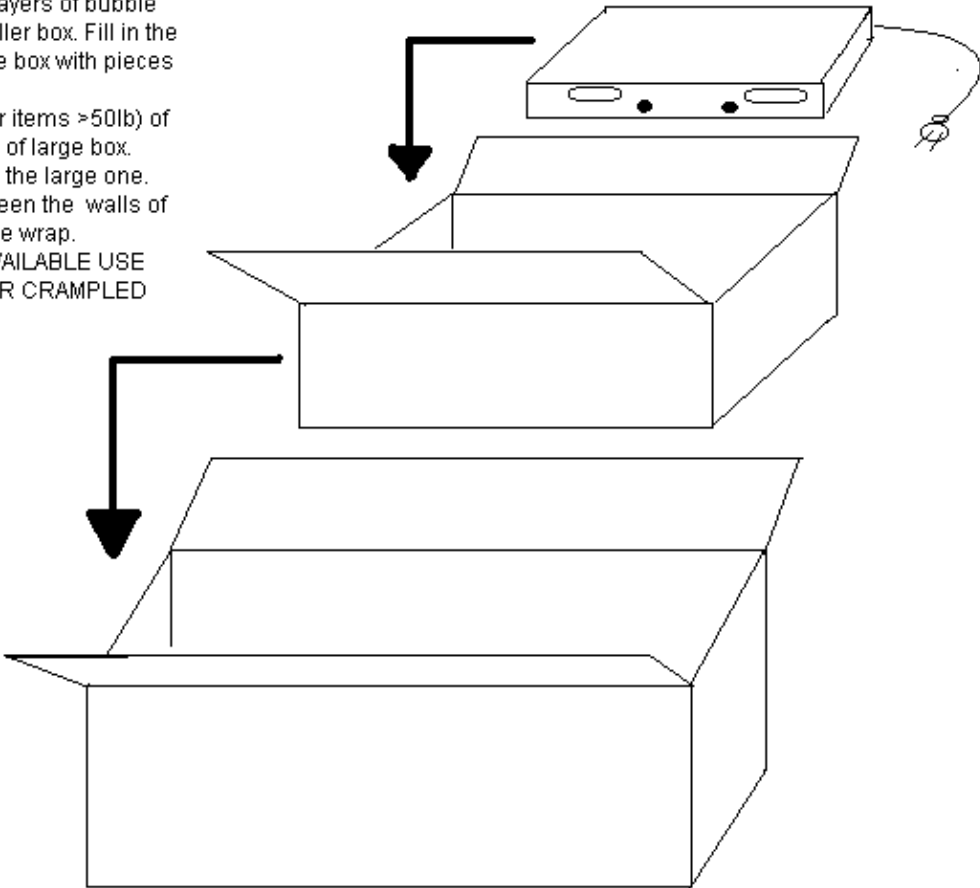
Equiptek Labs is not responsible for items left over 7 days after pick up notice is given. Storage fees may apply after 30 days. Free loaner will be considered a fee rental if not returned within 7 days after equipment pick up notice is issued. Equiptek Labs is not responsible for loss or damage to customer's property due to a natural disaster, civil unrest, acts of terrorism or seizure by the US or foreign government.

Customers Signature: \_\_\_\_\_

**IMPORTANT!!!** Make sure to follow packing instructions to avoid transit damage to your valuable equipment. Shipping companies will not accept damage claims for equipment not packaged according to manufacturer's recommendations.

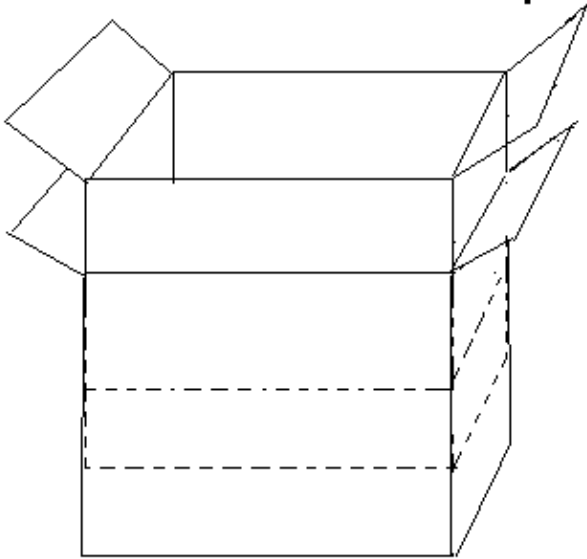
**IF THE ORIGINAL PACKAGING MATERIAL OR FOAM IN PLACE IS NOT AVAILABLE, USE DOUBLE BOXING METHOD TO AVOID DAMAGE IN TRANSIT.**

- 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**

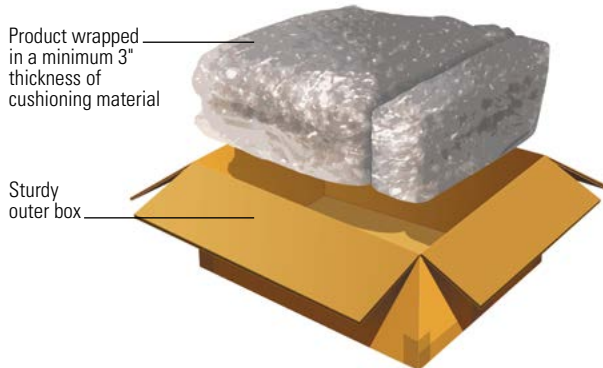
## General Packing Methods

Follow these general guidelines for the two most popular packing methods, plus recommendations for odd- or irregular-shaped shipments.

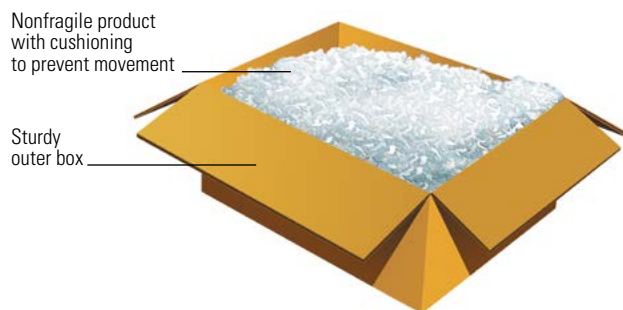
### Single-Box Packing Method

- Ship nonfragile products like soft goods inside a sturdy outer box.
- Use fillers like crumpled newspaper, loosefill peanuts, or air-cellular cushioning material such as Bubble Wrap® to fill void spaces and prevent movement of goods inside the box during shipping.
- Place goods that might be affected by dirt, water, or wet conditions inside a plastic bag.
- Consolidate small parts or spillable granular products in a strong sealed container, such as a burlap or siftproof plastic bag, then package in a sturdy outer box.
- Use the H taping method for [sealing your package](#).

#### Single-Box With Wrapped Item



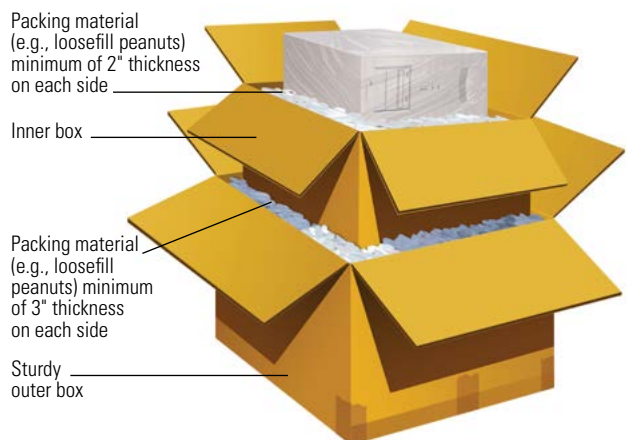
#### Single-Box Filled With Loosefill Peanuts



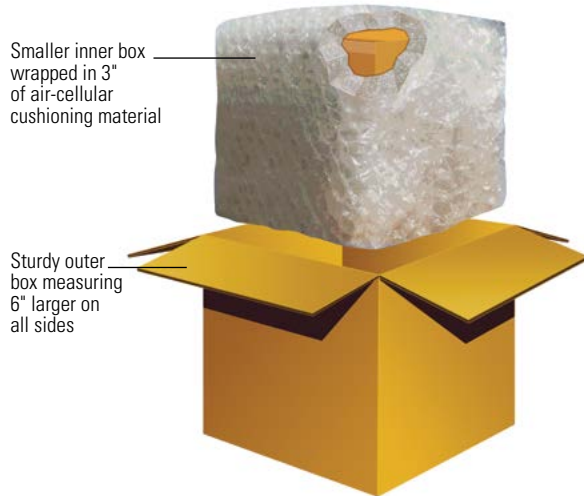
### Box-in-Box Packing Method

- Wrap product(s) individually with at least 2" thickness of air-cellular cushioning or foam material to fit snugly inside a corrugated box.
- Restrict product movement inside the box using filler like crumpled newspaper, loosefill peanuts, or other cushioning material.
- Close and tape the inner box using the H taping method. This will help prevent accidental opening.
- Use a second box that is at least 6" longer, wider, and deeper than the inner box.
- Choose the wrap or fill method to cushion the inner box inside the larger sturdy outer box.
- Ship fragile products individually, wrapping them in a minimum 3" thickness of air-cellular cushioning material.
- Wrap the inner box with 3" thickness of air-cellular cushioning material or use at least 3" of loosefill peanuts or other cushioning material to fill the spaces between the inner box and outer box on the top, bottom, and all sides.
- Fill any void spaces with more cushioning material.
- Use the H taping method for [sealing your package](#).

#### Box-in-Box With Loosefill Peanuts

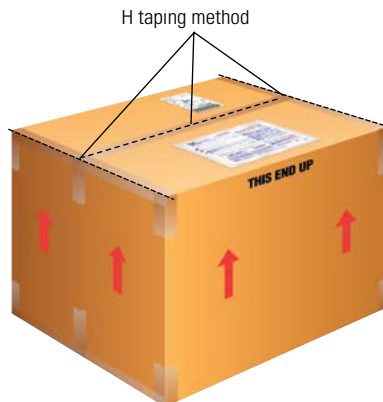


### Box-in-Box With Air-Cellular Cushioning



### Sealing Your Package

- Use pressure-sensitive plastic tape, water-activated paper tape (minimum 60-lb. grade), or water-activated reinforced tape that is at least 2" wide.
- Apply tape evenly across flaps and seams to both the top and bottom of the outer box. Use the H taping method.
- Do not use cellophane tape, duct tape, masking tape, string, or rope to seal packages.



- Package labels and packing slips should be applied facing the same direction on the same side of the package.
- Avoid wrapping labels around the corner or directly on the edge or seam of the package.
- Place shipping labels on the package's largest surface. While we cannot ensure compliance with markings such as "Up" arrows or "This End Up," properly placing the shipping label increases your chance for the preferred orientation.
- Use tie-on tags on transit cases (including tradeshow display cases), golf bags, skis, and luggage.

Use applicable routing label, airbill, or address label



### Packaging Specialty Shipments

Some shipments require detailed instructions for proper packaging to ensure intact delivery to your destination. We suggest that you download those stand-alone PDF files in their entirety. Guidelines for packaging specialty items contain specific packing, sealing, labeling, and testing instructions. You'll find specific guidelines for those products in the [table of contents](#). Recommendations for items that don't require such specific guidelines follow.