

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.	

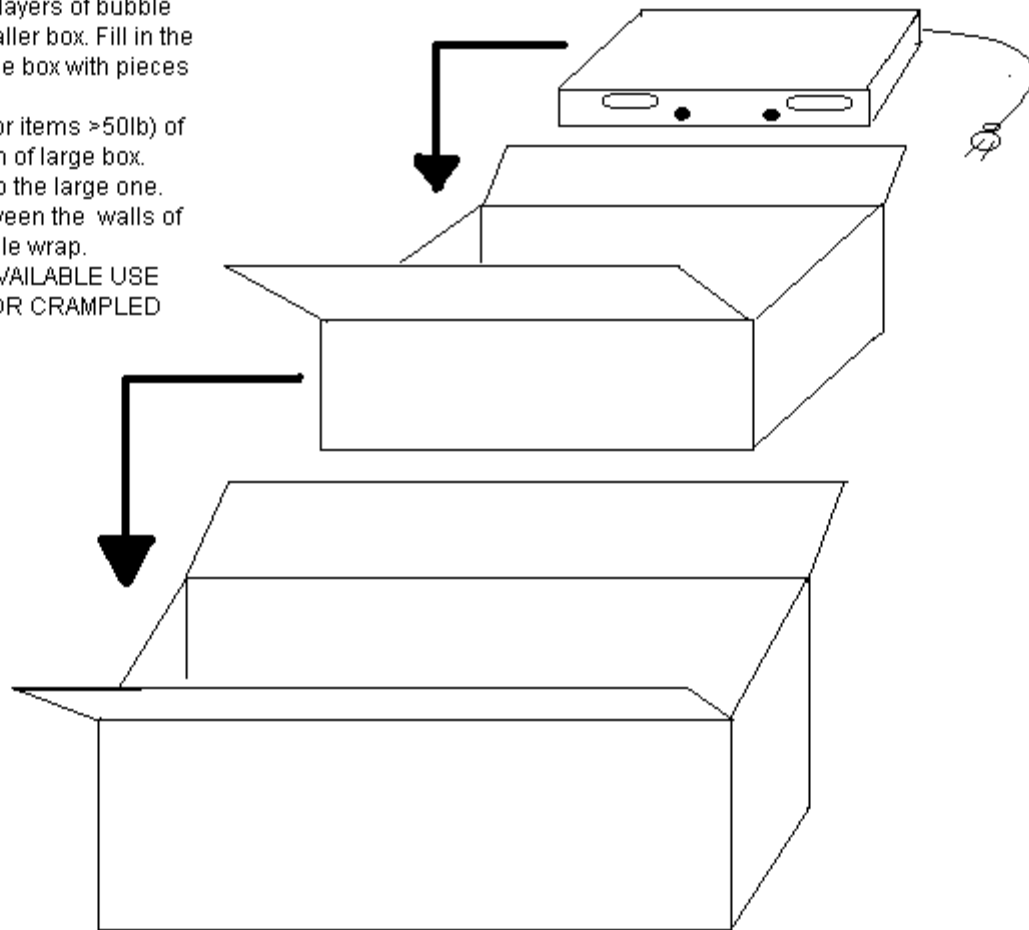
ATTACH THE FILLED OUT FORM TO THE INSTRUMENT. OUR SHIP TO ADDRESS IS:

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

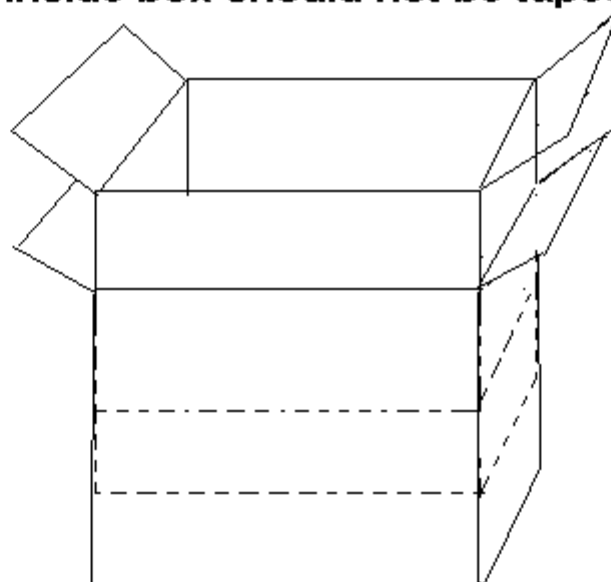
PLEASE GIVE THE 2nd PAGE TO THE PERSON WHO WILL DO THE PACKING OF YOUR EQUIPMENT

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.



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