

REQUEST FOR EQUIPMENT SERVICE

Contact Name	
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	NO 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.

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

Equiptek Labs employee signature: _____

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: _____