

# || SERVICE REQUEST FORM

Select Date:

We apologize that you are experiencing any downtime, please fill out this form and include with items for service.

Customer Primary Information	
<b>Business Name</b>	
<b>Contact Name</b>	
<b>Business Primary Address</b>	
<b>Primary City</b>	<b>Primary State</b>
<b>Business Phone</b>	

Authorized to Approve Repair if different than above	
<b>Contact Name</b>	
<b>Best way to contact</b>	

<b>Description of Issue:</b>	Please explain the issue clearly if it is intermittent please share how to get the issue to occur. This will aid in trouble shooting allowing the tech to hone in on the problem

<b>Estimate Required</b>	Is it preferred to receive an estimate for repair prior to completion? This may cause delays in completion if the individual to authorize repair is not available.
Yes	No

Return Shipping Information	
<b>Business Name / Hotel etc...</b>	
<b>Contact Name – Attn:</b>	
<b>Address</b>	
<b>City</b>	<b>State/Province</b>
<b>Zip</b>	
<b>Phone (for contact above)</b>	

Return Shipping	
Expedited Shipping Options:	
Standard Ground	Yes No
2 <sup>nd</sup> Day	Yes No
Overnight	Yes No

\*\*\*\* Shipping costs are not typically included in the initial repair estimate, expedited shipping is at an additional cost.

Official use only: Notes on shipment

Shipment Received

Date:

By: