



6 Cherry Hill Drive, Danvers, MA 01923 Phone (978) 774-7100 Fax (978) 774-7117

**Request for Repair RMA#**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Technical Contact: \_\_\_\_\_

Technical Contact Phone#: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Ship Method (Please circle):	UPS	Fedex	Other -
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Shipping Type (Please circle):	Next Day Ground	2nd Day Other -	3rd Day
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Shipping Account#:

Payment Method (Please Circle):      CC                  Pre-Pay                  Open Account - PO#

PO# to approve charges:

Please Note: There are additional charges for rush or expedited repairs and rapid-turnaround services. The eligibility of warranty repairs are determined by the manufacturer. Evaluation and "No Problem Found" charges may apply.

**Item for Repair #1 - All Required Entries**

Level of Service for Repair: Normal, Routine Repair Service   
Rush Repair - Extra \$ Charges will Apply

Manufacturer: \_\_\_\_\_  
Part or Model Number: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Original PO#: \_\_\_\_\_  
Description of Failure or Problem/Symptoms: \_\_\_\_\_

**Item for Repair #2 - All Required Entries**

Level of Service for Repair: Normal, Routine Repair Service   
Rush Repair - Extra \$ Charges will Apply

Manufacturer: \_\_\_\_\_  
Part or Model Number: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Original PO#: \_\_\_\_\_  
Description of Failure or Problem/Symptoms: \_\_\_\_\_

**Item for Repair #3 - All Required Entries**

Level of Service for Repair: Normal, Routine Repair Service   
Rush Repair - Extra \$ Charges will Apply

Manufacturer: \_\_\_\_\_  
Part or Model Number: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Original PO#: \_\_\_\_\_  
Description of Failure or Problem/Symptoms: \_\_\_\_\_

**Please Fax Completed Form to: 978-774-7117**