



12A Te Kea Place, Albany, Auckland, New Zealand  
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 www.electrotest.co.nz

Job Number: \_\_\_\_\_

## Equipment Repair/Calibration Request

Please complete and return to Electrotest Limited with the equipment for repair. Please ship faulty product to: **Electrotest Ltd, 12A Te Kea Place, Albany, Auckland 0632 and mark F/A – Service Department.**

Please fill out all the fields below.

<b>Company Name:</b>		<b>Contact Name:</b>	
		<b>Contact Number:</b>	
<b>Postal address:</b>		<b>Delivery address:</b>	
<b>Email address:</b>		<b>Date of purchase:</b>	
<b>Product Description:</b>		<b>Serial number:</b>	
<b>Purchase order number:</b>			
<b>Brief description of fault:</b> (Please provide full details to assist with a quick turn around.)			
<b>Special instructions:</b>			
<b>List all accessories supplied with unit.</b> (Onus is on the customer to ensure this is correct. It is advisable to only send items that are essential for service work)	1		
	2		
	3		
	4		
	5		
	6		
<b>Disclaimer:</b> The customer is responsible for all settings, data or any other information stored on the unit for repair. Electrotest will endeavour to protect that data but will not be held accountable for any loss cause during the repair process.			
<b>Recalibration required after repair - additional cost YES/NO (Please circle)</b>			

Signature: \_\_\_\_\_ on behalf of the above Company.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Product Repair Item	Status	Date
• Received		
• Repair started		
• Warranty or charge out		
• PO received		