

# EQUIPMENT REPAIR ORDER



**Ship-To:**  
 SFI Electronics  
 Attn: Kou Vang  
 400A Clanton Road  
 Charlotte, NC 28217

Tel: 704/522-0800  
 Fax: 704/522-0487 ( Fax)  
 Email: repair@sfi-electronics.com

<b>Company Name</b>			
<b>Shipping Address</b>			
<b>Billing Address</b>			
<b>Contact Name</b>		<b>Tel</b>	<b>Fax</b>
<b>PO (if required)</b>		<b>Email</b>	
<b>Billing Method</b>	<b>Bill w/approved credit→</b>	<b>COD →</b>	<b>Visa/MasterCard→</b>

## **Equipment Information: (Please use one form for each piece of equipment)**

<b>Model Number</b>	<b>Serial Number</b>				
<b>Description of Problem:</b>					
<b>Special Instructions:</b>					
<b>Estimate Required?</b>	<b>Yes</b>	<b>No</b>	<b>Warranty Repair?</b>	<b>Yes</b>	<b>No</b>
<b>Return Via (select below):</b>					
<b>UPS Ground</b>	<b>UPS Red</b>	<b>UPS Blue</b>	<b>UPS 3<sup>rd</sup></b>	<b>FedEx</b>	
<b>Other Info</b>					

### **IMPORTANT POINTS TO REMEMBER**

- Be sure to use a sturdy safe box or use original packing if available. Insure contents.
- Do not pack heavy equipment in Styrofoam “peanuts.”
- If peanuts are used, secure VCR cassette door so that peanuts do not get inside machine.
- If warranty repair, enclose a copy of original invoice.
- Enclose this form in box with equipment to repair. (Keep a copy for your records.)
- Use one form for each piece of equipment to be repaired.