



Equipment Service Form: Calibration and Repair

TEC Customer Number (if known) _____ **Date** _____

Name _____ **Company** _____

Billing Address Address change _____ **Shipping Address** (If different from billing) _____

Office Phone _____ **Cell Phone** _____

Fax _____ **Email** _____

Where was your equipment purchased? TEC Distributor Used

Shipping: Please package your equipment carefully to eliminate shipping damage. If shipping a blower door fan, we recommend using an original shipping box, along with the original packing (if possible). Please do not use packing peanuts or shredded paper.

Ship all equipment and this completed form to:
The Energy Conservatory
Attn: Calibration and Repair
2801 21st Ave S, Suite 160
Minneapolis, MN 55407

Return Shipping: All equipment will be shipped back using UPS Ground Service (UPS Standard to Canada) unless indicated below. If you need expedited return shipping, check the appropriate box below. (Note: Additional shipping charges will be added to the invoice.)

U.S. Ground 3-day Select 2nd Day Air Next Day Air
Canada Standard Worldwide Expedited Worldwide Saver

Customers in Canada: Non-warranty repairs are dutiable and GST applies to the value of the repair only. Brokerage fees apply to shipments sent UPS Standard to Canada.

Payment Information

Send invoice: Use purchase order number _____
(Invoice option only available if customer has account established with Net 30 Day terms.)

Credit Card _____ Expiration _____

REPAIR POLICY - IMPORTANT - PLEASE COMPLETE

To expedite the return of your equipment, TEC wants to proceed with repairs and calibration that total **\$375 or less per device**. All repairs and calibrations receive a detailed invoice describing the work that was performed and the cost for each item. All digital gauges sent in for repair will also be recalibrated to ensure the accuracy of the gauge. Recalibration charges will be applied to all digital gauges sent in for repair. **Any repairs over \$375 will require your approval.**

I authorize repairs to be made if the cost is \$375 or less per device.

I DO NOT authorize repairs to be made automatically. Contact me before proceeding. I understand this will add a delay to the return of my equipment.



Product(s) being returned _____ Quantity _____
Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)

Product(s) being returned _____ Quantity _____
Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)

Product(s) being returned _____ Quantity _____
Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)

