



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 AUTHORIZE

To expedite the return of your equipment, TEC wants to proceed with repairs that total \$375 or less per device. All digital gauges must also be recalibrated before returning to ensure the accuracy of the gauge. Recalibration charges will be added to the repair cost of your digital gauge. 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 may add a delay to the return of my equipment.

All calibration/repairs receive a detailed service summary and invoice describing the work that was performed and the cost for each service.



Product(s) being returned \_\_\_\_\_ Quantity \_\_\_\_\_

Serial number (if applicable) \_\_\_\_\_

Reason for return (calibration, repair, etc.)

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Product(s) being returned \_\_\_\_\_ Quantity \_\_\_\_\_

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Reason for return (calibration, repair, etc.)

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