



Equipment Service Form: Calibration and Repair

TEC Customer Number (if known) _____ Date _____

Name _____ Company _____

Company Address Address change Shipping Address (If different from Company Address)

Office Phone _____

Cell Phone _____ Email _____

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.

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.

Payment Information

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

[] Credit Card _____
Expiration _____
CVV _____

Card Holder Information (if different than Company)

Name _____
Address _____



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.)
