

# Equipment Return Shipping Instructions

Complete TEC's Equipment Service Form and include it with the equipment you are returning for calibration or repair. The Equipment Service Form can be downloaded from the TEC website: [energyconservatory.com/calibration-repair](http://energyconservatory.com/calibration-repair)

**In order to prevent shipping damage, TEC recommends the following:**

## **Gauges, APTS and Fan Speed Controllers**

These items should be shipped in a box with good packing and NOT shipped in an envelope. Padded envelopes do not provide enough protection. Items should be wrapped separately before placed in the box (wrapped in bubble wrap, packing paper, etc.).

## **Fans**

Fans should be returned in the original box with the original padding spacers if possible. When using a different box, make sure it is heavy duty and that the fan is well padded and tightly packed.

***Please do NOT pack your items in packing peanuts or shredded paper. If you must use either of these materials, please place your equipment in a plastic bag to prevent peanut/paper infiltration.***

## **Please return your equipment to:**

The Energy Conservatory  
Attn: Calibration/Repair  
2801 21st Ave S, #160  
Minneapolis, MN 55407

## **Please contact us with any questions:**

**Phone:** (612) 827-1117  
**Email:** [Info@EnergyConservatory.com](mailto:Info@EnergyConservatory.com)  
**Web:** [www.energyconservatory.com](http://www.energyconservatory.com)

***Performance Testing Tools***

**612.827.1117 | [www.energyconservatory.com](http://www.energyconservatory.com)**

