

## Equipment Service Form: Calibration and Repair

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 us 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. you need expedited return shipping, check the appropriate box below. (Note: Additional shipping charges will be added to the invoi U.S.         Ground       3-day Select       2nd Day Air       Next Day Air         Canada       Standard       Worldwide Expedited       Worldwide Saw         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	TEC Customer Nu	mber (if known)		Date				
Office Phone	Name			_ Company	Company			
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 us 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. you need expedited return shipping, check the appropriate box below. (Note: Additional shipping charges will be added to the invoi U.S.         Ground       3-day Select       2nd Day Air       Next Day Air         Canada       Standard       Worldwide Expedited       Worldwide Saw         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	Billing Address   Address change			Shipping Address (If different from billing)				
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Credit Card Expiration	🗆 Credit Card				Expiration			

## **REPAIR POLICY - IMPORTANT - PLEASE AUTHORIZE**

To expedite the return of your equipment, TEC wants to proceed with <u>repairs</u> that total **\$375 or less** <u>per device</u>. 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.

The Energy Conservatory | 2801 21st Ave S, Suite 160 | Minneapolis, MN | 55407 Phone: (612) 827-1117 | Fax: (612) 827-1051 | energyconservatory.com



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.)				
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