

**Penn State Manufacturing Co.**

56 Artisan Way, Unit #7, Smyrna, DE 19977

Toll Free: (800) 452-1604 ● Fax: (302) 449-3315 or 801-848-6565

[www.pennstatemfg.com](http://www.pennstatemfg.com) ● Email: sales@pennstatemfg.com



**EQUIPMENT SERVICE/REPAIR FORM**

Please complete, sign and return this form back to us along with the equipment that needs to be Serviced or Repaired.

**BILL TO:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**SHIP TO:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**EQUIPMENT INFORMATION:**

Equipment Type/Make/Model: \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturing Date: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Warranty:  Yes  No Date of Last Service: \_\_\_\_\_

**Accessories with Equipment:**  Case  Cable(s)  Battery(ies)  Charger  Other

**Action Requested:**  Cleaning  Calibration  Adjustment  Repair

**Estimate Required Before Repair:**  Yes  No

**Detailed Description of Problems Experienced:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Method of Payment:**  Visa  MasterCard  Amex  Check  C.O.D.

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**Established Accounts: Net 10 Days from Invoice Date**

**There is a Bench Fee for Estimate Refusals Equal to 1 Hour Labor.  
Penn State Consultants, Inc. is not responsible for any lost data while unit is being serviced.**

Shipping/Drop-Off Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Customer Pick-Up Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**To be Completed by Penn State Consultants, Inc.**

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Shipping/Pick-Up Date: \_\_\_\_\_

Customer No.: \_\_\_\_\_ Account No.: \_\_\_\_\_

Work Order No.: \_\_\_\_\_ Invoice No.: \_\_\_\_\_

Comments: \_\_\_\_\_