

## SERVICE AND REPAIR FORM

(MUST BE INCLUDED WITH ALL ITEMS SHIPPED FOR SERVICE OR REPAIR)

### Billing Information

Company Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax: \_\_\_\_\_

### Shipping Information

Company Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

### EQUIPMENT INFORMATION

Equipment Make: \_\_\_\_\_ Model Number: \_\_\_\_\_  
 Serial Number: \_\_\_\_\_  
 Description of problem: \_\_\_\_\_

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

Any additional items included with instrument? (cables/receivers/etc.): \_\_\_\_\_

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

All equipment will be returned via UPS GROUND unless you specify otherwise.

Our repair technician will call or email with an estimate and time frame before starting any repairs, service or calibration. Any instrument(s) left over 30 days will be sold for the cost of repairs or disposed of. Bayshore Surveying Instrument Co., Inc. is not responsible for any data lost during servicing of units.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_