



## Service Request Form

To return your instrument for service, repair or calibration, please take a few moments to provide us with the information we need, so we can serve you better.

PLEASE:

1. Get a Returned Material Authorization (RMA) number from Valeport Ltd, or email [service@valeport.co.uk](mailto:service@valeport.co.uk)
2. Reference the RMA number on this form, on the outside shipping label for the equipment, and in all correspondence related to this service request.
3. Fill out one form for each type (model) of instrument.
4. Include this form when shipping the instrument to Valeport Ltd for servicing.
5. **Email or Fax us a copy of this form on the day you ship.**

RETURNED MATERIAL AUTHORIZATION (RMA) NUMBER: \_\_\_\_\_

DATE EQUIPMENT REQUIRED BY: \_\_\_\_\_

DO YOU REQUIRE A WRITTEN QUOTE? \_\_\_\_\_

### CONTACT INFORMATION

Name:

Company/Institution/Organization:

Shipping/Delivery address for packages:

Telephone:

Fax:

E-mail:

### SERVICE INFORMATION

Date Shipped:

Model Number (for example, Midas SVP):

Quantity:

Serial Numbers:

Valeport Limited, St. Peter's Quay, Totnes, Devon, TQ9 5EW UK

Tel: +44 (0)1803 869292 Fax: +44 (0)1803 869293

E-mail: [sales@valeport.co.uk](mailto:sales@valeport.co.uk) Web: [www.valeport.co.uk](http://www.valeport.co.uk)

VAT No: GB 165 8753 67 Registered in England No: 1950444





Calibration Services: Calibration (includes standard service requirement):

Temperature  Conductivity  Pressure  Sound Velocity  Compass

EM Flow  Speed conformity check of impeller

(Please allow a minimum of 1 week after we receive the instrument(s) to complete calibration.)

Other (specify):

Diagnose and Repair Operational Faults:

Problem Description (continue on additional pages if needed; include instrument serial number if multiple instruments are part of shipment):

### **DECONTAMINATION ASSURANCE**

Description of application:

The following instrument has been deployed in: (i.e. seawater, freshwater, outfall etc.)

We assure that the returned Valeport unit and / or accessories are properly cleaned:

Yes  No

In case of remaining contamination:

We assure that it is completely harmless to the health of your employees. OR  
 We cannot assure that it is completely safe. **(Material data sheet must be provided)**

**Note: Valeport have the right to refuse or handle contaminated goods and return to customer at their expense.**

**Please remove ALL exhausted batteries before shipment**

### **PAYMENT/INVOICE INFORMATION**

**Invoice/Purchase Order:** Please complete the following or enclose a copy of your Purchase Order:

Purchase Order Number:

Invoice Address (if different than shipping address):

Valeport Limited, St. Peter's Quay, Totnes, Devon, TQ9 5EW UK  
Tel: +44 (0)1803 869292 Fax: +44 (0)1803 869293  
E-mail: sales@valeport.co.uk Web: www.valeport.co.uk

VAT No: GB 165 8753 67 Registered in England No: 1950444





## **Instructions For Returning Goods (from overseas)**

When returning equipment to Valeport for service / repair, please ensure the following is complied with:

1. Notify Valeport Limited of shipment via email or fax and include shipping invoice / AWB details.
2. Ensure the following detail is included on shipping invoice:
  - Description of goods
  - Serial number
  - Correct value of goods
  - Size and weight
  - "Enter goods to IPR no. IP-0920-281-19"
  - CPC code: 5100000
  - Tariff number: 9015801190

### **For shipment via air, please consign to:**

Valeport Ltd  
St Peter's Quay  
Totnes  
Devon, TQ9 5EW  
UK

Tel: +44 (0)1803 869292  
Attn: Geodis Wilson UK Ltd (LHR)

### **For shipment via courier - DHL, UPS, FED-EX, please consign directly to**

Valeport Ltd  
St Peter's Quay  
Totnes  
Devon, TQ9 5EW  
UK

Tel: +44 (0)1803 869292

Please note that failure to comply with the above will mean delays at UK customs and potential extra costs.