



CIH Equipment Company, Inc.

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Work Order Form

Do I need a RMA Number? CIH does not require you obtain a RMA number from us prior to shipping in your equipment to us for calibration or repair services. We do however, **REQUIRE**, a work order form to be included in every shipping package so our receiving department has the specific contact and billing information along with the type equipment and service requested.

BILL TO:

Contact Name: _____
Company: _____
Address: _____
Address 2: _____
City: _____
State: _____
Zip/ Postal Code: _____
Country: _____
Phone: _____
e-Mail Address: _____

SHIP TO:

☐

Check if same as billing

Contact Name: _____
Company: _____
Address: _____
Address 2: _____
City: _____
State: _____
Zip/ Postal Code: _____
Country: _____
Phone: _____
e-Mail Address: _____

Shipping Method:

Carrier: _____ Level of Service: _____
Account #: _____ Insurance (optional) _____

** Please Note: If no carrier and/or account number is provided, CIH will default carrier to FEDEX Ground shipping and bill customer accordingly **

BILLING INFORMATION: CREDIT CARD / PO

Exp. Date: _____ CVV: _____ Zip: _____

PLEASE READ: CIH strongly recommends using the supplied protective case or double walled boxes for all shipments. Products shipped without a case are not subject to warranty claims. CIH considers the information submitted in this form to be equivalent to a formal service request and will process your order based on the information provided herein.

Manufacturer	Model #	Serial #	Manufacturer	Model #	Serial #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional Equipment: _____

Services Requested: _____

Special Instructions: _____

Reason for Repair/Evaluation: _____

PLEASE NOTE: Repair estimates are based on average repair costs for similar equipment. Evaluation service fees are \$92.00 and a final repair estimate/approval form will be provided to you prior to any repair work being initiated.

DO NOT ship calibration gas with your equipment. We are not DOT authorized to return any gas to you.

PLEASE PROVIDE ALL ESSENTIAL ACCESSORIES WITH THE EQUIPMENT, INCLUDING ALL POWER SUPPLIES & CABLES. Ship all equipment to the above address. Thank you for your business.

SIGNATURE: _____

Date: _____