



SERVICE and REPAIR REQUEST

S.O.#: _____ (OFFICE USE)

- ◆ Equipment sent in for repairs must be clean and free of contamination. We reserve the right to charge extra for the cleaning of any dirty and contaminated equipment.
- ◆ In order to facilitate efficient processing of your request for service or repair, we ask you to fill out this form completely, phone or fax or email to support @pointfour.com and then include it with your shipment.
- ◆ Our shop labour rate is US \$80.00 per hour. There is an assessment fee/minimum charge of **US \$80.00** per unit of equipment sent in for repair, unless the item is under warranty or the customer chooses to have it repaired.

OWNER DETAILS:				
Customer Name:	Preferred Contact Method:		Customer P.O./Ref.#:	
Customer Code (if known):	<input type="checkbox"/> Ph #: () -		Date of Request: - -	
Contact Person:	<input type="checkbox"/> Fax #: () -		(mm-dd-yy)	
Your Return Shipping Address:			Do you require a quote first?	
Return by a specific courier: YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please specify courier: (freight will be prepaid and invoiced)			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			What is your preferred payment method?	
			Payment on Acct.: <input type="checkbox"/>	
			Credit Card : Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	
EQUIPMENT DETAILS:				
Description	Serial No.	Quantity	Purchased From	Purchase Date (mm-dd-yy)
Reason for repair or service:				
We accept to pay the minimum charge : X			(Signature)	

Goods to be sent prepaid to: (Cut out and use as label)

Special instructions:

Point Four Systems, Inc.
PMB #140
1124 Fir Avenue
Blaine, WA
U.S.A. 98230

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