

# Equipment Repair Request

Contact Information

Customer ref ..... Date .....

Company Name ..... Contact Name .....

Address .....

.....

Phone ..... Fax .....

Email .....

Equipment Information

Type of equipment .....

Description of equipment ..... Manufacturer .....

Identifying marks ..... Service history (copy attached) .....

Model No. .... Serial No. ....

Fault description .....

.....

Loan equipment Required Yes\*  No

Is the item decontaminated? Yes\*  No

\* Type of contamination .....

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Please ensure this item has been packaged and labelled in accordance with our equipment packaging instruction sheet

This item has been packaged as per the MESM instruction sheet to ensure safe handling and transportation:

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Package all equipment securely before shipping. Do not leave any loose parts in case. Include this completed form with any equipment shipped for repair.**

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