



SERVICE AUTHORIZATION

Please complete this form in its entirety and place the form inside the box with the equipment. Be sure to attach any documentation, schematics, wiring/hook-up diagrams, manuals, etc that may assist us in troubleshooting. Any drives that use keypads must have their keypads included with the drive. To ensure an accurate repair, a complaint must be provided. All estimates and repair prices are either faxed or emailed. Any missing information on this form may delay the processing of your service request. Thank you and we look forward to working with you.

Company _____

Contact _____

Address _____

Tel _____

Address _____

Fax _____

City/State/Zip _____

Email _____

Reference No _____

Send my quote via: Email Fax
(We do not provide verbal quotes, so please supply either a fax# or an email address.)

This is a number you would like us to reference on our correspondence to you so you can identify your equipment.

Estimate Needed

I understand a repair quote will be emailed or faxed to me. An estimate fee may apply for non-standard repair items. We will notify you if your item requires an estimate fee before any work is commenced. Our minimum repair fee is \$150.00.

RUSH Estimate Needed

I understand a rush estimate quote will be faxed or emailed ASAP. Our rush estimate fee has a minimum charge of \$100.00.

Equipment _____

Description: _____

Complaint: _____

(please be specific; not working is not a useful complaint) _____

Have you replaced this item with a new or spare item and your equipment is functioning properly? Yes No
Make sure to attach any documentation, schematics, manuals, etc. you may have to help expedite your repair.

If we do not hear from you within (30) days of our quote and/or equipment disposition form, we will assume you have abandoned your equipment. We will make every reasonable attempt to contact your via email and fax. Once 30 days has passed, we will assume the device is abandoned and we will proceed with the proper disposal of the equipment.

Please ship your equipment with this form to:

**TEST POINT, Inc.
Building E
343 Granary Road
Forest Hill MD 21050**