

Your contact details Company: _____ Department: _____ Title: _____ Name: _____ Function: _____ Address: _____ ZIP / City: _____ Country: _____ Your reference: _____	To: AOIP SAS – Repair department Tel: +33 169 028 949 Fax: +33 169 020 599 Email: export@aoip.com Page number: 1 / 1 Date: _____
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Dear Sir,

Please advise we are sending the instrument named below back for repair. We took good note that this request form is valid for one instrument only, and we will fulfill the bottom part of the page if several instruments need to be handled simultaneously.

Acknowledgment of repair will be sent by AOIP within two days from reception of this Repair Request Form. Provided that the faulty instrument sent for repair is accordingly received on time at the set reception date at the latest, the repair shall be performed as announced on this Repair Request Form.

A copy of this form as well as the Acknowledgement of repair shall be sent in the package with the faulty instrument.

Equipment sent for maintenance and repair	
Instrument (1): _____	Serial number (1): _____
List of accessories attached: _____	
Defect description (Instrument and/or Accessories) (1): _____	
Set reception date of the instrument at AOIP premises (1): _____	
Expected date of delivery after repair (Free in our premises) (1): _____ <i>(In consideration of repair time mentioned below)</i>	

Services (4)

Repair (Except furnaces-pressure-humidity)	YES – NO (1+2)	Repair time: 4 weeks (3)
Repair (For furnaces-pressure-humidity dité)	YES – NO (1+2)	Repair time: 8 weeks (3)
Factory test report	YES – NO (1+2)	Repair time: 2 weeks (3)
COFRAC calibration / Electricity	YES – NO (1+2)	Repair time: 3 weeks (3)
COFRAC calibration / Temperature	YES – NO (1+2)	Repair time: 6 weeks (3)

We take good note that AOIP offer further services:

- Instrument rental: replacement instruments can be hired during repair (quotation upon request)
- Customized calibration to meet specific requirements

Instruments to handle simultaneously

A Return Material Authorization shall be filled in for every returned material.

Reference _____	Type _____	Serial number _____
Reference _____	Type _____	Serial number _____
Reference _____	Type _____	Serial number _____

Customer name and signature: _____

(1) Requested field

(2) Delete whichever does not apply

(3) When selecting several services, repair times are not combined. The final repair time (shorter) will be given on the Acknowledgement of repair.

(4) For some specific instruments, standard repair times shall be revised by AOIP and announced on the Acknowledgement of repair.