

# SERVICE REQUEST FORM



To avoid delay, use this form when you send equipment to MAXPRO for service and/or calibration.

## **INSTRUCTIONS:**

List only (1) piece of equipment/tool per form. Complete all information pertinent to your service request.

### **CUSTOMER INFORMATION:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **EQUIPMENT INFORMATION:**

Manufacturer Model # \_\_\_\_\_  
Equipment Serial # \_\_\_\_\_  
Range: \_\_\_\_\_ If known  
Accuracy: \_\_\_\_\_ If known  
Unit of Measure: \_\_\_\_\_ If known  
Customer Tool ID# \_\_\_\_\_ If known

### **SERVICE REQUESTED:**

Inspection       Repair       Calibration

### **ISSUE/CONCERN:**

\_\_\_\_\_  
\_\_\_\_\_

### **CALIBRATION INSTRUCTIONS:**

Calibration Interval: \_\_\_\_\_ frequency

\*If calibration interval is not specified, customer agrees to 1 year interval for equipment on this service form.

\*All calibrations are performed in Clockwise (CW) direction.

\*If you require Counter Clockwise (CCW) calibration, please contact Maxpro before shipment.

### **ADDRESS FOR CALIBRATION CERTIFICATE:**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_

### **When requesting calibration services, you must include the following in your shipment:**

\* Transducer calibration: ship the transducer, display, cable & power cord.

\* Torque tool calibration: if tool uses a reaction arm ship it in with tool

### **If sending in torque tools for warranty claims, you must include the reaction arm.**

### **INSTRUCTIONS FOR SHIPPING EQUIPMENT:**

\* Use a sturdy box and appropriate packing to avoid damage to your equipment.

\* **Do not** use peanuts as packing material as they get into the inner workings of the equipment which may require additional labor to remove prior to inspection/repair/calibration.

\* If sending a Pump in for service - - **REMOVE** the oil prior to shipping.

### **SHIP TO OUR SERVICE CENTER:**

MAXPRO Corporation  
Attn: Michael Blahut - Service Manager  
427 Sargon Way, Unit D  
Horsham, PA 19044

If you have any questions about this form or services MAXPRO provides, please contact our office at 215-293-0800.

*\*All tools/equipment subject to 1.5 hours analysis charge of \$127.50\**