



Equipment Service Form for Calibration and Repair

TEC Customer Number (if known) _____ Date _____

Contact Name _____ Company _____

Company Address Address change Shipping Address (If different from Company Address)

Office Phone _____ Email _____

Cell Phone _____

Shipping: Please package your equipment carefully to eliminate shipping damage. If shipping a blower door fan, we recommend using an original shipping box, along with the original packing (if possible). Please do not use packing peanuts or shredded paper.

Ship all equipment and this completed form to: The Energy Conservatory
Attn: Calibration and Repair
403 Hayward Ave N
Oakdale, MN 55128

Return Shipping: All equipment will be shipped back using UPS Ground Service (Worldwide Expedited to Canada*).

Expedited Return Shipping in USA*: If needed, please indicate selection below. Additional charges will be applied to the invoice.

U.S. Only: Next Day Air 2nd Day Air 3 Day Select

* Note: For shipments to Canada, Worldwide Expedited is the default (generally most cost effective). Shipping charges will be applied to the invoice. Non-warranty repairs are dutiable and GST applies to the value of repair only. Brokerage fees apply to shipments sent to Canada.

Repair Policy - PLEASE COMPLETE

- **To expedite return of equipment, TEC suggests you pre-authorize repairs which total \$425 or less per device.**
- If you do NOT authorize, we will contact you prior to completing all repairs. This may delay the return of equipment.

NOTE: All repairs and calibrations receive a detailed invoice with description of the work performed and the cost. All digital gauges sent for repair will also be re-calibrated (with calibration charged) to ensure the accuracy of the gauge.

I authorize repairs to be made if the cost is \$425 or less per device.

Payment Information

Send invoice: Purchase order number _____
(Invoice option only available if customer has account established with Net 30 Day terms.)

Credit Card _____

Card Holder Information (if different than Company)

Expiration _____

Name _____

CVV _____

Address _____



Product(s) being returned _____ Quantity _____

Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)

Product(s) being returned _____ Quantity _____

Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)

Product(s) being returned _____ Quantity _____

Serial number (if applicable) _____

Reason for return (calibration, repair, etc.)
