



Service Request Form

EIT Instrument Markets
(UV Instrument Calibration and Repair)



1) Billing Information

Company Name:		Type of Instrument:
Company Address:		Serial Number:
Company Address:		E-mail: (mandatory)
City:	State:	Zip Code:
Country:	Phone:	Fax:

2) Contact Information

Name:		Title:
Phone:	Fax:	E-mail:

3) Return Shipping Information (If different from Billing)

Company Name:		Contact Person:	
Company Address:		City:	State:
Country:	Phone:	Fax:	Zip Code:

4) Method of Payment

Purchase Order:	Purchase Order #:	Purchase Orders accepted with approved terms through EIT Accounting
Online Payment:	Certified Check:	

NOTE: If you chose to pay online you will not have to pay the \$25 W/T fee. International and Credit Hold customers are required to make payment transactions prior to services being performed. All customers must provide an e-mail address for billing purposes.

5) Your Service

Our standard turn time goal is 10-15 Working Days From The Time We Receive Your Unit until we ship it.

Special Instructions/Request:	(Note: Additional Charges May Be Applied. If More Space Is Required Use Back Of Form Or An Attachment.)

6) Return Shipping

Unless otherwise specified EIT/SMS will return your unit(s) via UPS		UPS	FedX
EIT will contact Fed-EX and UPS to arrange shipping. The customer must contact other carriers to arrange pickup.			
Other Carrier To Be Used:		YES	NO
Your Account #	Add To Your Invoice?		

7) Do you want your shipment insured, if so for how much? \$

Return your unit(s) along this form & any other required documentation to:	
EIT - SMS C/O Instrument Market Returns 309 Kellys Ford Plaza Leesburg, Virginia 20175	Calibration/Repair Services Contacts Only FAX: (703)652-7340 e-mail: calibration@eit.com Direct Line (703)652-7332 or (703)652-7326
NOTE: International Customers - Please make sure you label your package in this manner: "TEMPORARY RETURN OF GOODS COMING FOR REPAIR AND SERVICE – AND RE-EXPORT BACK TO THE SENDER".	

I Authorize EIT-SMS to Perform the Above Listed Services	Comments:
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