



Special Manufacturing Services

Service Request Form

EIT Special Manufacturing Services (SMS)
(UV Instrument Calibration and Repair)

1) Billing Information

Company Name:		Type of Instrument:
Company Address:		Serial Number:
Company Address:		
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: <input type="checkbox"/>	Purchase Order #:	Approved PO "Must Come With the Pr
Credit Card: <input type="checkbox"/>	Credit Card #:	Visa <input type="checkbox"/> MC
Certified Check: <input type="checkbox"/>	Wire Transfer <input type="checkbox"/>	American Express <input type="checkbox"/> Credit Card Expiration Date

NOTE: If you pay by credit card you will not have to pay the \$25 W/T fee. International and Credit Hold customers are required to make p transactions prior to services being performed.

5) Your Service

Our standard turn time goal is 10 Working Days From The Time We Receive Your Unit until we ship it.	YES
Would you like us to Expedite your service? If so an Additional Fee Of \$75.00(US) per unit will be applied to your charges.	<input type="checkbox"/>
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
Use Other Shipping Source/Carrier (Specify Below) "DHL" is <u>not</u> available.	<input type="checkbox"/>
Other Carrier To Be Used:	YES
Your Account #	Add To Your Invoice? <input type="checkbox"/>

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 22815 Glenn Drive, Suite #104 Sterling, Virginia 20164	Calibration/Repair Services Contacts Only FAX: (703)652-7340 e-mail: calibration@eitinc.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 MADE IN THE USA FOR SERVICE".

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