

**Equipment Repair Intake Form**

Date(s): \_\_\_\_\_

PO / Reference #: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of Equipment to be Repaired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Serial Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Repair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When Repair is Completed:  Customer will pick up  
 Ship equipment to address below

Ship to Address:  
(if different than above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Shipping Instructions:  
(i.e. ship collect, use your UPS account, etc.) \_\_\_\_\_  
\_\_\_\_\_

**LOCATIONS:**

111 Thomas Park Drive  
Monticello, MN 55362  
Phone: 763-271-4400

1151 Atlantic Drive, Unit 3  
West Chicago, IL 60185  
Phone: 630-473-0339

19935 West 161st Street, Ste A  
Olathe, KS 66062  
Phone: 913-384-1510