

REPAIR PACKING LIST

COMPLETE THIS PACKING LIST FOR EVERY UNIT SENT IN FOR REPAIR

Date: _____ Repair Authorization Number: _____

Purchase Order: _____ Requisition #: _____

Status: _____ Repair Price Quoted \$ _____ Quote Needed

Company: _____	Account # _____
Contact Name: _____	
Phone Number: _____	Fax Number: _____

Quantity Enclosed: _____	
Part #: _____	Customer Part #: _____
Serial #: _____	
Description: _____	
Failure Symptoms: (Required) _____	
Original Equipment This Unit Came From:	
Machine Manufacturer: _____	Type of Machine: _____
Serial #: _____	
Documentation Enclosed For This Unit: (Required for Evaluations)	
<input type="checkbox"/> Prints	<input type="checkbox"/> Connection Diagrams
<input type="checkbox"/> Programming Instructions	<input type="checkbox"/> Operating Instructions
All documentation will be returned with repaired unit.	
Warranty Repair? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Protect Your Parts!

Place Repairs in
ANTI-STATIC BAGS
BEFORE Packing

Delivery: ☐ Standard 7-10 days Ship Via: ☐ UPS
☐ Priority 3-5 days* ☐ Customer Pick-Up
☐ Emergency Next Day* ☐ Other _____

Special Instructions: _____

* Additional charges apply. See the Repair Policies & Procedures in the Repair Manual for details.

GALCO
INDUSTRIAL ELECTRONICS

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