

U.S.PAPER COUNTERS REPAIR AUTHORIZATION
MUST BE COMPLETED IN FULL, SIGNED, DATED AND RETURNED

***DO YOU REQUIRE A QUOTE?** YES ___ NO ___
***COMPANY NAME:** _____ ***P.O.#** _____
***BILLING ADDRESS:** _____
***SHIP-TO ADDRESS:** _____
***CONTACT NAME:** _____
***TEL. #S:** _____

***MACHINE MODEL:** _____ ***SERIAL #:** _____
~OR~
***PART NAME & NUMBER:** _____ ***SERIAL #:** _____

***EXPLAIN PROBLEM IN DETAIL: (IF YOU SPOKE TO A TECHNICIAN, PLEASE INCLUDE NAME & DATE)**

***HOW ARE YOU SHIPPING THE MACHINE OR PART TO US?** _____
**** (SHIP TO: U.S. PAPER COUNTERS, 138 ELIZABETH TERR., CAIRO, NY 12413**
PLEASE INCLUDE COPY OF THIS REPAIR AUTHORIZATION.)

***DO YOU WANT IT INSURED?** Yes ___ No ___ (cost approx. \$.85 per \$100)

***HOW DO YOU WANT IT RETURNED? **BE SPECIFIC:** _____
(UPS, FEDEX, GROUND, OVERNITE, ETC.)

PLEASE NOTE:

- 1: Unless machine is under warranty, there will be a ***minimum charge of 2 hrs labor for evaluation & testing @ \$150.00/hr.***
- 2: The customer is responsible for all labor, parts, and shipping charges (both to and from U.S. Paper Counters.)
- 3: Parts abused, misused, or broken by customer voids warranty.
- 4: U.S. Paper Counters is not responsible for repair delays due to lack of information.
- 5: Quotes are only provided upon request.
- 6: Please pack parts/machines properly and insure appropriately.
- 7: **Purchase Order Number is required. **(Failure to provide will delay your repair.)***

➡ Signature: _____ **Date:** _____

(Please print name & title: _____)

FAX TO: 518-622-2695 ~OR~ **E-MAIL:** uspc2@wecount.com

QUESTIONS? PLEASE CALL 518-622-2600