

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: _____ *EMAIL: _____

*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, OVERNIGHT, ETC.) - COMPANY FEDEX OR UPS ACCOUNT # _____

PLEASE NOTE:

- 1: Unless machine is under warranty, *there will be a minimum charge of 2 hrs labor for evaluation & testing @ \$165.00/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