

REPAIR/SPARE PART REQUEST FORM

COMPANY NAME			
ADDRESS (IF CONSUMER)	* FILL THIS IN IF YOU ARE CONSUMER/END USER FOR SHIPBACK ADDRESS		
PERSON IN CHARGE		EMAIL ADDRESS	
TEL. NO		FAX. NO	

MODEL NUMBER		SERIAL NUMBER	
ITEM DESCRIPTION			
INVOICE NUMBER	* Please attach copy of invoice	INVOICE DATE	/ /

PROBLEM DESCRIPTION FROM CUSTOMER

REPAIR DONE BY DEALER (IF ANY)

* FOR SPARE PART FILL IN SPARE PART REQUEST TABLE BELOW

REQUESTED QUANTITY	SPARE PART NUMBER	DESCRIPTION

REPAIR/SPARE PART REQUESTED BY
 NAME

SIGN _____ DATE _____ / _____ / _____

- * Please note that goods returned for warranty must be well packed to prevent further damage during transit.
- * Warranty terms are back to base only.
- * Customer shall bear cost of freight to RS International P/L, for warranty returns.
- * For each item returned, a description of fault is required along with it's serial number and copy of invoice.
- * This RA number is valid for 28 days from the supplied date. A new RA number is required for warehouse to accept items.

OFFICE USE ONLY	FORM RECEIVED	/ /
RA NUMBER	REMARKS	
	RA SUPPLIED BY	
*** THIS RA NUMBER SHOULD BE CLEARLY MARKED OUTSIDE OF SHIPPED BOX ***	RA SUPPLIED DATE	/ /