



OSPREY SCIENTIFIC INC. Service Order Form

FOR ADMIN ONLY
Service Order#: _____
Date: _____

Use this form for all repairs including calibration and warranty repair.

Please use one form per instrument

To Expedite this Service Order please include a "Not to Exceed" amount. Method of payment for all non-warranty repairs to be made by credit card prior to instrument return.

Instrument Type: _____ Serial #: _____ Age of Unit: _____

Service Type: Repair Warranty (*Dependent upon Manufacturer Approval*)

Courier & Account #: _____ Reference/PO #: _____

Shipment method when returned: Ground Air Pick-up

Estimate approval before repair? Yes No Not to exceed cost \$ _____

_____		_____	
Company Name		Contact Name	
_____		_____	
Phone #	Fax #	Email	

Billing Address	Shipping Address
_____	_____
_____	_____
_____	_____

Please list instrument & accessories being returned:

Please give a detailed description of the problem: _____

- Please Note:**
- Shipping charges are additional and are generally pre-paid or added to the invoice unless a courier account is provided.
 - All repairs must be accompanied with a completed Service Order Form
 - If equipment or case is not decontaminated prior to your service being shipped, a cleaning fee of \$45.00 will be added to your assessment fee.
 - Calibration Gas is considered Dangerous Goods and must be shipped back to us with the appropriate paperwork. If we receive gas with service, a \$20.00 handling fee will apply to your invoice if the gas is being shipped back courier.