

# Instrument Repair/ Service/ Calibration Form

<b>About You</b> → <i>Who should we contact in finance &amp; accounts?</i> →	<b>Accounts</b> <i>Please Note: Financial authorisation is required to commence work.</i>
Contact Name:	Finance Name: <i>Insert "N/A" if you are the finance contact</i>
Email: <small>EMAIL IS ESSENTIAL TO CONFIRM RECEIPT &amp; PROGRESS</small>	Finance Email: <i>Insert "N/A" if you are the finance contact</i>
Department:	Department: <i>Insert "N/A" if you are the finance contact</i>
Organisation:	Organisation: <i>Insert "N/A" if you are the finance contact</i>
Address:	Finance Address: <i>Insert "N/A" if you are the finance contact</i>
Post Code:	Post Code:
Phone:	Phone: <i>"N/A" if you are the contact</i>
Fax:	Fax: <i>"N/A" if you are the contact</i>

## About Your Instrument (Please complete 1 form per instrument)

Manufacturer	Model	Serial Number
<b>Your PO/ Order No:</b> <small>A PO/Order is required to undertake work</small>	<b>Job Type:</b> <input type="checkbox"/> Calibration <input type="checkbox"/> Service <input type="checkbox"/> Repair <input type="checkbox"/> Estimate Only <input type="checkbox"/> <b>Pre Booked Calibration? - SAVE 10% (booked 6 mths in advance)</b> <b>Have you provided a PO/ Order Reference?</b>	
<b>What are the details of the issue or work you'd like us to carry out?</b>		24hr Turnaround (chargeable) <input type="checkbox"/>
<b>What Accessories Have You Included With Your Instrument? (Tick ALL that apply)</b>		
TDH39 Headset <input type="checkbox"/>	Noise Cups <input type="checkbox"/>	Response Button <input type="checkbox"/>
DD45 Headset <input type="checkbox"/>	Bone Conductor <input type="checkbox"/>	Insert Masking <input type="checkbox"/>
Insert Phones 5A <input type="checkbox"/>	Power Supply <input type="checkbox"/>	Probe <input type="checkbox"/>
Insert Phones 3A <input type="checkbox"/>	Mains Lead <input type="checkbox"/>	Contra Phone <input type="checkbox"/>
<small>Carry Case <input type="checkbox"/></small> <small>Microphone <input type="checkbox"/></small> <small>Other <input type="checkbox"/></small>		
<i>Please note that PC Werth cannot accept responsibility or claims for items that have not been declared above.</i>		

### Next Steps

Email this form to calibrationservice@pcwerth.co.uk, or fax to 020 8772 2701  
 Include a copy of this form with your goods

*Have you included a copy of this form with your goods?*

### Questions?

Call 020 8772 2700