



Lab Equipment Systems Management Ltd. Equipment Service Request Form

Tel: 604.444.0004 Toll Free: 877.7.raeyco Fax: 604.357.1725 Email: service@raeyco.com www.raeyco.com

Dear Customer,

Thank you for choosing Raeyco as your Lab or Medical Equipment servicing specialist. To ensure that your request does not incur any delays, **please observe the following:**

- Fill this form and include it in with the shipping vessel. Use more than one form where necessary
- Please take notice of all pricing and shipping details prior to shipping equipment to us
- Parts required for any major repairs will be notified to the customer prior to the repair
- Calibration intervals will be defaulted to one year unless requested otherwise

*** All Calibrations come with a certificate of calibration; however As Left and As Found Data may incur extra costs**

In any case that a Service Request form is not filled, the service requested may be delayed.

	Equipment Description	Manufacturer / Model	RAM or Serial Number	*Calibration Data Request (Choose those that apply)	Comments (Specify repair required, calibration interval, etc)	Parts Replaced (Office)	Item Returned (use)
1	For	Repair	Calibration	As Found As Left No Data			Yes No
2	For	Repair	Calibration	As Found As Left No Data			Yes No
3	For	Repair	Calibration	As Found As Left No Data			Yes No
4	For	Repair	Calibration	As Found As Left No Data			Yes No
5	For	Repair	Calibration	As Found As Left No Data			Yes No
6	For	Repair	Calibration	As Found As Left No Data			Yes No
7	For	Repair	Calibration	As Found As Left No Data			Yes No

I certify that the equipment listed for calibration or repair have been carefully cleaned and decontaminated from hazardous substances that are deemed dangerous to human health. I certify that these items are safe for handling by the employees of Raeyco Lab Equipment Systems Management Ltd.

Customer Signature: _____

Date: _____

Shipping Labels

Please include this shipping label with the Service Request form as we will use it to ship your equipment back to you

Name and Title	
Company / Institution	
Lab / Room Number	
Street Address	
City, Province	
Postal Code	
Telephone	
Email Address	
Alternate Contact	
Alternate Telephone	

Note: Raeyco may send the Calibration Certificates separate from equipment

Please Detach and use as the shipping label when sending your equipment to Raeyco

Please Ship To

**Raeyco Lab Equipment Systems Management Ltd.
205 – 4288 Lozells Ave
Burnaby, British Columbia
V5A 0C7
Attention: Service**

Email: service@raeyco.com Phone: 604.444.0004