

# ACCESS ELECTRONICS, INC.

## BOARD REPAIR INFORMATION REQUEST FORM

1 HENRY FORD CIRCLE  
SUITE 103  
WALDORF, MD 20602  
(301) 645-1733  
(301) 645-2438 (FAX)  
info@elevatorcircuitboards.com  
www.elevatorcircuitboards.com

**\*\*\*ALL ORDERS MUST HAVE A  
PURCHASE ORDER OR CREDIT CARD  
PAYMENT BEFORE LEAVING OUR  
FACILITY\*\*\***

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ship to (if different): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\*Purchase Order Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Purchase Order Contact Email: \_\_\_\_\_

Mechanic Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

**\*An accurate purchase order contact is required; failure to do so will result in further delays.**

Job Name: \_\_\_\_\_

Circuit Board Part #: \_\_\_\_\_

\*Description of Failure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Failure to provide an accurate description of failure will result in delays.**

Is the failure intermittent? (Yes ☐ No ☐)

Is rush service needed? (Yes ☐ No ☐)

How should order return? UPS ☐ FedEx ☐ Account #: \_\_\_\_\_ Bill Us ☐

Pick-Up <input type="checkbox"/>	Ground <input type="checkbox"/>	Second Day <input type="checkbox"/>	Overnight <input type="checkbox"/> (By 10:30AM)	Early AM <input type="checkbox"/> (By 8:30AM)
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(For Early AM services, someone must be at receiving location between 6:00AM – 8:00AM.)

Credit Card Payments: There is a **3%** processing fee added to all orders.

**\*\*\*Repair forms are required. All repair forms must be filled out in-full with accurate information. Please include a copy of your completed repair form with your shipment. All repair services include a 90-Day warranty, for urgent services and current lead times please call ahead.\*\*\***