



REPAIR INFORMATION

****ALL BOARDS MUST HAVE A PO# BEFORE LEAVING SHOP****

ACCESS ELECTRONICS, INC
1 HENRY FORD CIRCLE
SUITE 103
WALDORF, MD 20602
301-645-1733
FAX 301-645-2438

COMPANY NAME: _____ SHIP TO (IF DIFFERENT): _____

PHONE: _____

ADDRESS: _____

OFFICE CONTACT: _____ PHONE _____

MECHANIC CONTACT: _____ PHONE: _____

EMAIL: _____

PO#: _____

CIRCUIT BOARD P/N: _____

IS THIS A RUSH / ELEVATOR SHUTDOWN: YES _____ NO _____

IS TROUBLE INTERMITTENT?: YES _____ NO _____

JOB NAME: _____

DESCRIPTION OF TROUBLE: _____

HOW SHOULD WE RETURN? UPS _____ FedEX _____ ACCT# _____

PICKUP _____ GROUND _____ SECOND DAY _____ OVERNITE _____ EARLY AM _____

FOR EARLY AM SERVICE, SOMEONE MUST BE AT RECEIVING LOCATION BETWEEN 6 AM & 8 AM.

**** FOR EXTREMELY URGENT SERVICE ** PLEASE CALL AHEAD ****