

ACCESS ELECTRONICS, INC.

DRIVE 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: _____

Drive Part #: _____

*Description of Failure: _____

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

Is the failure intermittent? (Yes ☐ No ☐)

Quote needed before repair? (Yes ☐ No ☐)

SERVICES: Standard Repair (Not Shutdown) ☐ Shutdown Repair ☐ *Expedite Repair ☐

*For expedited repair, please call when the drive is received by Access, a \$1,500 fee (added to labor cost) will apply.
(New expedite fee applies starting August 14th, 2023)

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.*****