

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 BEFORE
LEAVING OUR FACILITY*****

Company Name: _____

Phone: _____

Ship to (if different):

Address: _____

Office Contact: _____ Phone: _____

Office Email: _____

Mechanic Contact: _____ Phone: _____

Purchase Order #: _____ (Not required to complete repair; No RMA required.)

Job Name: _____

Credit Card Payments: There is a **4%**
processing fee on all orders.

Drive Part #: _____

Description of Failure: _____

Is failure intermittent? (Yes No) ****Quote 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 \$750 fee (added to labor cost) will apply.

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)

*****Please include a copy of this repair form with your shipment. All repair services include a 90-Day warranty, for urgent services and lead times please call ahead.*****