



Seiler Instrument Company- Headquarters
3433 Tree Court Industrial Blvd
St. Louis, MO. 63122
Toll Free: 800-489-2282
Fax: 314-218-6129
Direct: 314-218-6329
Email: servicedept@seilerinst.com

Date: _____

SERVICE REQUEST FORM

(This form must be included with all items shipped for repair or service)

Company Billing Information:

Company: _____
Bill to Address: _____
City/State/Zip: _____
Contact Name: _____
Email: _____
Phone: _____ Fax: _____
Reference Purchase Order# (if applicable): _____

Shipping Address: (if different)

Company: _____
Address: _____
City/State/Zip: _____
Contact Name: _____

Return Shipment Back: (choose one)

- ☐ UPS/Ground
- ☐ UPS/Next Day Air
- ☐ UPS/2nd Day Air
- ☐ Pick Up at Seiler Office

Equipment information (type of equipment, purchase data, warranty information, etc)

Equipment type/make: _____ Model number: _____
Serial Number: _____ Date Purchased: _____
Extended Warranty date(s)(if applicable): Hardware: _____ Firmware: _____
Firmware Version: _____

List of All Equipment Submitted (Example: tripods, tribrach, data collector, lasers, cables, receivers, etc):

Service you would like completed on equipment:

- | | | |
|---|--|--|
| <input type="checkbox"/> Clean-Relube-Calibrate | <input type="checkbox"/> NIST Cert. | <input type="checkbox"/> Warranty Repair |
| <input type="checkbox"/> Non Warranty Repair | <input type="checkbox"/> Estimate Only | <input type="checkbox"/> Other |

Do you want to be contacted with an estimate PRIOR to repairing? ☐ Yes ☐ No

Description of problem: _____
Error code(s) displayed on equipment _____
What type of data collector is involved (if applicable?) _____
What field software/version are you using? _____
What were weather/temperature conditions when failure occurred? _____
Was instrument dropped or did instrument get wet? _____

Comments: