



Repair Request Form

Please complete **ALL** sections of this request form and email or fax a hard copy of the purchase order and this form to the coordinator to facilitate drop-off or shipment. This information **MUST BE RECEIVED** before Clerk Industrial agrees to any repair.

CONTACT INFORMATION		
Date:	Customer PO's No:	RMA No:
Company Name:		
Company Billing Address:		
Company Phone No.:	Company Fax No.:	
Individual Requesting Repair:	Requester Mail:	
	Requester Phone No.:	

REPAIR INFORMATION	
Item Type:	
Part No:	Serial No:
Reason For Repair:	

Payment Method		
<input type="checkbox"/> Credit Approved Customer	<input type="checkbox"/> Credit Card/Cash in Advance	<input type="checkbox"/> Wire Transfer

Printed Name

Signature

Date

Please sign and return via email at **service@clerkindustrial.com** (California location).
 To be approved for credit terms, please fill out the **Credit Application** form
 To process a credit or debit card payment upfront, please fill out the **Credit Card Authorization** form;
 however, to pay by check, please remit all checks to **1125 18th St, Denver, CO 80202**
 and make
 checks out to **Clerk Industrial**.
 Please contact us for wire transfer information.