

## Repair Order Request

Please complete the Repair information below and submit to Benchmark. Upon receipt, you will be sent a Repair Order number by our Customer Service Department, and instructions for shipping the unit to one of our service centers.

### Customer information:

- Company Name
- Contact Name
- Contact Phone Number
- Contact Email Address

Select repair type:

*For Time & Materials repairs, the minimum charge is \$82.00*

Enter information about the unit(s) to be repaired in the table below:

	<i>Item One</i>	<i>Item Two (Optional)</i>	<i>Item Three (Optional)</i>	<i>Item Four (Optional)</i>
Equipment Manufacturer				
Equipment Model				
Serial Number				
Problem Description				

Include your Shipping information below:

### Return Shipping Location

- Address
- City
- State
- Zip

Do you require a box to ship the unit to Benchmark?

(\$10.00 Box Charge will apply)

Do you require a shipping label?

(Shipping charges will be passed through to the customer)

Select return shipping method:    **UPS Ground**

**UPS 2<sup>nd</sup> Day**

**UPS Red Overnight**

Submit this request to Benchmark: