

Request for Service

EXCELLENCE THROUGH CUSTOMER SATISFACTION

Instrument Type Date:...../...../.....
Insert model number & Serial No.
Note: If you require service on more than 1 Instrument, please fill in separate "Request for Service" form for each Instrument.

I would describe the problem as:
.....

I have discussed this issue with: (LECO Engineer)

I am contactable at:
Contact Person & Position
.....
Company name
.....
(.....)
Area code & telephone number

Our covering Order Number is:
(If your Instrument is under a LECO Service Agreement please write the words "Agreement" in this section)
OR

Credit Card Details:
Card Number *Card Holder* *Expiry*

Please note that this form must be provided before LECO will proceed with arranging your service visit. If you are unable to provide an Order Number or Credit Card Details, this form must be signed off by a Manager authorised to approve the work performed for Invoicing

Authorising Manager: Date:

Signature:.....

After the Service, your LECO engineer will issue an itemised Service Report detailing work performed, parts used, labour and travel time. A report costings will be emailed to you within 2-3 working days for approval. Once approved an invoice showing your order number will then be emailed to your accounts department and full payment is required within 30 days.

To book your service call, please complete this request and fax to LECO Australia Service Department on 02-9894-5247 or email australian_service@leco.com

Office Use Only:

Received By:.....

Date:...../...../.....

Allocated Engineer:.....

Date of Service:...../...../.....

Customer MDB #

Job No.:

Completion Date:...../...../.....

Invoice No.: