

REPAIR RETURN FORM



Data Technology
Hardware • Software
Design • Consulting

ORGANISATION:	
ADDRESS: (Goods will be returned to address provided)	
CONTACT:	
EMAIL:	
PHONE:	FAX:

If you have already spoken with a Service Technician, please provide details:	
Date & Time:	
Comments:	

Please fill in this form with as much information as possible, and enclose it with your returned goods.
Please group all accessories into the section provided below (i.e. Power Packs, Cables, Cases, Stands).

PRODUCT NAME	SERIAL NUMBER	Detailed description of problem / reason for return (please do not just write 'Faulty' or 'Unknown')
		WARRANTY REPAIRS: Please include Invoice Number from purchase.
ACCESSORIES		

Please allow an average of 10 working days for your repair to be completed

- ASP will contact you with a Repair Quotation before proceeding with the repair.
- Please be aware, should you decide not to go ahead with a repair, there will be a minimum labour charge plus freight, for processing, assessing, quoting and return of your equipment.
- The amount may vary depending on the type of device and quantity of items sent in for repairs.
- The amount will be indicated on your repair quote.

ASP Internal Use Only		
Repair #:		
Date:		
PO:		
Warranty	Yes	No

If you haven't already been to our [Support Centre](#), it contains Manuals, FAQs and other resources for 24/7 assistance.