

**Directions:** In order to have your ATAGO product inspected, please completely fill in the form below.  
Any missing information could delay the inspection process.

**Fees and Shipping information:**

- **\$10 storage fee** will be charged to unresponsive customers 10 days after our last communication and every week after that.
- **\$45 Inspection Fee** will be charged for instruments sent in for repair but found to be working properly.
- Clean instruments thoroughly, otherwise a **\$30.00 cleaning fee** may apply.

**Ship To: ATAGO USA Inc.**  
Attn: Service Dept.  
11811 NE 1st Street  
Ste 101  
Bellevue, WA 98005

<b>Company Name</b>		<b>Date</b>	<b>Service Order #</b>	
<b>Return Shipping Address</b>			<b>Billing (AP) Address</b>	
<b>Contact</b>		<b>AP Contact</b>		
<b>Phone</b>		<b>AP Phone</b>		
<b>Email</b>		<b>AP Email</b>		
<b>Instrument Information</b>			<b>Payment Information</b>	
<b>Model:</b>			*Preferred Payment Method is Credit Card. POs are only accepted for current NET-term accounts.	
<b>Serial #:</b>			<b>Credit Card #:</b>	
<b>What type of Service(s) do you need?</b>			<b>Card Type:</b>	<b>Exp Date:</b>
<b>NIST Traceable Certificate</b>	<b>As Found/As Left Data</b>	<b>Preventative Maintenance</b>	<b>Other:</b>	
			Signature	
<b>How would you like this shipped back to you?</b>			<b>What Problems are you having?</b>	
<b>UPS</b>		<b>FedEx Express</b>		
<b>Prepay &amp; Add</b> (you will pay ATAGO for shipping)				
<b>Use my account:</b> (shipping will be charged to your account)				
<b>Your UPS or FedEx Account #</b>				
<b>Zip code associated with that account</b>				
<b>Signature**</b>			In the space above please outline the exact issue you are experiencing. Please include any error messages, erroneous readings, or anomalies that you have experienced	

\*\*By signing above, I authorize ATAGO USA Inc. to perform an inspection and understand that an inspection fee of \$45.00 (+ shipping) may be applicable. Once the instrument is received and inspected, ATAGO will provide a detailed diagnosis and quotation for repair/replacement. If instrument is under warranty, no inspection fee will be charged. A storage fee will be applied to instruments that remain for more than a week after work is completed.