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[info@aztecrepair.com](mailto:info@aztecrepair.com) / [www.aztecrepair.com](http://www.aztecrepair.com)

## REPAIR ORDER

(Complete the information and include it with your shipment- make and keep a copy for your file) **NO RA# IS REQUIRED**

<b>DATE</b>	<b>YOUR PO #</b>	<b>CONTACT</b>	<b>RETURN VIA</b>
			<input type="checkbox"/> FEDEX GROUND <input type="checkbox"/> FEDEX PRIORITY <input type="checkbox"/> OTHER _____

<b>BILL TO:</b>	<b>RETURN SHIP TO: (Leave blank if same as BILL TO)</b>
Company name	Company name
Address	Address
City/state/ZIP	City/State/ZIP
Phone #	Phone #

<b>ENTER YOUR EMAIL ADDRESS AT RIGHT</b> TO RECEIVE EMAIL NOTIFICATION UPON RECEIPT AND /OR SHIPMENT OF PRODUCT W/ TRACKING INFO IF COD.	<b>EMAIL ADDRESS:</b>
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<b>Contact:</b>	<b>Attention:</b>
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Item # (for next pg.)	Item Manufacturer/ Description	Part Number	Serial Number	Warranty? (Y or N)	Warr Refurb? (see Note #5)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**NOTES:**

1. Item information **must** be entered on a Data Tag on the next page. Each Tag will be attached to your item and stay with it throughout the repair process. Use back of page if extra space is needed. Must be complete.
2. Serial numbers are **mandatory**, if appl. Failure to do so may result in your items being returned to you as is.
3. If parts are missing, indicate which you do **not** want replaced (handset; base; power supply, etc).
4. Note if the phone is in Aztec's or Manufacturer's warranty. If not noted, you may be subject to full repair charge.
5. If under manufacturer's warranty, note above if you would like us to refurbish **phones only** at \$30 extra each.
6. If sending cordless phones, send base **and** handset. The serial numbers **must** match to validate warranty.

**BILLING INFORMATION (Check appropriate boxes)**

<input type="checkbox"/> <b>A.</b> CREDIT CARD#: _____ EXP: _____ CARD HOLDER _____	<input type="checkbox"/> Check if you would like us to call for CC#
<input type="checkbox"/> <b>B.</b> COD (Aztec will contact with total) PHONE# _____	<input type="checkbox"/> <b>C.</b> N/30 (for approved customers)

**SHIPPING PREFERENCES (Circle N or E Below)**

<b>N (Normal)</b> = 7-10 working days in house on most repairs / <b>E (Expedite)</b> = 1-3 working days at \$25/piece.
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**FOR ADDITIONAL ORDER FORM, DOWNLOAD IT AT [WWW.AZTECREPAIR.COM](http://WWW.AZTECREPAIR.COM).**

SO# (for Aztec Use only)	<b>AZTEC REPAIR</b> <i>Technical Department Data Tag</i>
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Item# (from prev. pg.)	Serial Number or Part Number if Serial Number is unavailable
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<u>PROBLEM DETAIL</u>	

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