

Please complete and enclose this form with every unit sent to Comrex. **No RMA number required.** Our **normal** turnaround time for repairs is two weeks. If you have a repair loaner, this may take longer.

Note: Units in for upgrades and/or warranty repair will be returned UPS ground, free of charge. However, **if expedited shipping is necessary**, please provide a UPS or Fed-Ex account number.

If sending units from **outside the U.S.**, you MUST use **8517.69.0000** for the Harmonized Tariff Code and put "**Country of Origin: USA - being returned to original manufacturer for repair evaluation**" on the Commercial Invoice.

If you do not include this information, you will be responsible for paying any fees or charges acquired during shipping.

Ship To: Comrex Corporation, 19 Pine Road, Devens, MA 01434 USA **Attn:** Repair Dept.

Date Shipped: _____ **Date Required Back:** _____
(Indicate specific date here; ASAP will be interpreted as standard turnaround time)

Return Shipping Method: _____ **Shipping Account #:** (optional) _____

Reason For Return: Repair Exchange Credit Other _____

From: Who is sending it in?

Company: _____ Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Ship To: Who do we return it to?

Company: _____ Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Bill To: Who is being billed?

If your company has established pay terms with Comrex and requires a PO# for payment, please indicate the PO# here _____

Company: _____ Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Please list the equipment enclosed (If this equipment uses an external power supply, it must be included):

| Model | Serial # | Problem (Please provide as much detail as possible - use back if necessary.) |
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Special Instructions: _____