

REPAIR REQUEST FORM – TRACK COMPONENTS

Please fill out this form completely, and send it in with your item to be repaired.

Ship your repair to: Portatree Timing Systems

Via UPS:
594 Blackstone St.
Uxbridge, MA 01569

Via US Mail:
PO Box 206
Uxbridge, MA 01569

***Please describe in detail on the attached sheet the problem(s) that you are having with the item(s). ***

DAYTIME PHONE # _____

EMAIL _____

Shipping address:

Name _____

Company/Track _____

Address _____

City _____

State _____ Zip _____

Check here if billing address is the same

Billing address:

Name _____

Company/Track _____

Address _____

City _____

State _____ Zip _____

Credit Card (Fill out Credit Card section below)

MasterCard ___ Visa ___ American Express ___ Discover ___

CC# _____

Exp. Date _____ CVV # _____

Signature _____

Return Shipping Options:

Please choose your return shipping method. You will receive a tracking # via Email.

- UPS Ground
- UPS Orange (3 Day Air)
- UPS Blue (2 Day Air)
- UPS Red (1 Day Air)
- US Mail Priority
- US Mail Express

Return shipping cost is the responsibility of you, the customer. Return shipping cost will be determined by box size & weight.

Check this box if you want return shipment delivered with a signature request.

IMPORTANT:

- The minimum price for any repair is \$75. Any additional parts or labor for repair will be additional.
- To avoid additional shipping and handling charges, send only the item to be repaired or tested - No Carry Cases, AC Adaptors, etc.
- Please remove batteries from unit when shipping.
- Remember to pack the unit to protect it during shipping. Insure it for replacement cost. We are not responsible for lost or damaged property in transit to us.
- Repairs can take up to 2 weeks once received at our facility. If this is an urgent repair, please tell us. Additional charges may be incurred.
- Any repair of equipment not paid for within 90 days of completion will become the property of Portatree.
- Email: info@portatree.com
Phone: (508) 278-2189
Sales Office : Ext. 3
Tech Dept: Ext. 8

Minimum repair cost \$75

Repairs generally charged by the hour - \$75/hr.

Please list each individual item being sent in.

Please write a detailed description of the problem(s) you're having with the item(s).