

**Rolfes @ Boone  
1773 219<sup>th</sup>. Lane  
Boone, Iowa 50036  
(800) 265-2010**

**Customer P.O. #**  
\_\_\_\_\_

Please send all repairs to the address above

**RETURN REPAIR, REQUEST FORM**

**Received From: (Contact Person)** \_\_\_\_\_

**Phone # if different than below ( ) -** \_\_\_\_\_

**PLEASE PROVIDE A FULL STREET ADDRESS NOT JUST A P.O. BOX #**

Invoice To:

Return To:

_____	_____
_____	_____
_____	_____
_____ Zip	_____ Zip

Phone# ( ) - \_\_\_\_\_

Phone# ( ) - \_\_\_\_\_

Ship Date: \_\_\_\_\_

Received Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Items to be repaired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please briefly describe problem and services desired**

Requested Repairs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please package your return with care. Place it tightly into a sturdy carton large enough to allow for 1.5 - 2 in. of minimum padding on all sides. A carton that is too large can allow for excess movement during shipping. A carton that is too small offers little protection. Please be sure that any electronics enclosures that have a large amount of open space inside are tightly packed. Use filler material inside to prevent the internal electronics boards from becoming dislodged from the backing plate, thereby preventing further damage. A few minutes of extra effort with the packaging will pay great dividends.

**Return shipping Information**

**Level of service requested: (Please select you desired level of return service) If left unspecified we will return repairs by UPS Ground service.**

UPS: Next Day  2<sup>nd</sup> Day  Ground  Sat. Delivery  UPS Collect  Acct. # \_\_\_\_\_

Other: ( Please Specify ) \_\_\_\_\_