



# Repair Request Form

Today's Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone / Alternate Number / FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide as much detail as possible.  
Contact us at repair@zgc.com or 973-335-4460 if you have any questions.  
Please use a separate form for each item to repair / evaluate.

Please complete ALL fields in this form. When finished, click on the **Print, Save & Send** button below. A copy of the completed form can only be saved if you have the full version of Acrobat, ver.8 or later.  
Please include a copy of this form with your equipment when sending to us.  
Thank you.

Serial Number: \_\_\_\_\_

Reason for repair / evaluation:

Return Ship by:  FedEx Acct.No.: \_\_\_\_\_  
 UPS Acct.No.: \_\_\_\_\_

*The shipping cost will be added to the repair invoice if no account number is provided.*

Special Return Shipping Instructions:

Ship To Address (please be specific):

Ship equipment and a copy of this completed form to:  
Don't forget to keep a copy for your records.

ZGC, Inc.  
Attn.: Service  
264 Morris Avenue  
Mountain Lakes, NJ 07046  
USA  
Phone: 973-335-4460