

TELEDYNE HASTINGS INSTRUMENTS VACUUM EQUIPMENT RETURN FORM

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 Tele: 800-950-2468 (Karen Cannon Ext. 282 / Cindy Sapienzo Ext. 278) Main Fax #:757-723-3925, Alternate Fax #:757-722-8497.

Please complete this form and return it to Teledyne, Hastings Instruments for a return authorization number prior to returning any equipment to this facility.

COMPANY NAME: _____

Billing address:	Shipping address
	Preferred shipping method: Acct. #: Will this equip. be exported out of the U.S.A.: YES <input type="checkbox"/> NO <input type="checkbox"/>

Technical contact Name: Telephone Number: Fax Number: E-mail:	Purchasing contact Name: Telephone Number: Fax Number: E-mail:
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VACUUM EQUIPMENT BEING RETURNED. Please list ALL Model Numbers, Serial Numbers and Sensors.

Model Number: _____	Serial Number: _____
Description of problem: _____ _____	
*Warranty: YES <input type="checkbox"/> NO <input type="checkbox"/> (If you feel that your equipment should be evaluated for warranty repair or replacement, please provide reason or circumstances. Final determination made after evaluation by factory)	

Model Number: _____	Serial Number: _____
Description of problem: _____ _____	
*Warranty: YES <input type="checkbox"/> NO <input type="checkbox"/> (If you feel that your equipment should be evaluated for warranty repair or replacement, please provide reason or circumstances. Final determination made after evaluation by factory)	

PRODUCTS EXPOSED TO RADIOACTIVE MATERIAL CANNOT BE ACCEPTED BY HASTINGS INSTRUMENTS UNDER ANY CIRCUMSTANCES. SUBSTANCES HAZARDOUS TO HEALTH: In view of the toxic/hazardous nature of some of the gases and vapors handled by the equipment we sell, a statement is required from the user advising us that the equipment returned is now safe to work on. Any equipment arriving at Teledyne Hastings, which does not have a signed statement on file, will not be accepted.

Has this equipment been used with hazardous material? YES NO If yes, please give complete details:

I declare that this equipment has been purged/cleaned and is safe to handle.

Signature: _____ Date: _____

CALIBRATION OPTIONS

- Standard Calibration
- 2-pt. Calibration w/NIST/ANSI-540Z-1 traceable documentation. This type of calibration REQUIRES that a mating sensor be returned along with the vacuum gauge.
- As Received Calibration (calibration reading prior to any adjustments)
- Repair ONLY, Customer responsible for final calibration
- Return for credit, standard restocking charge may apply, please provide details.
- Return for replacement (to be determined after evaluation), please provide details.
- Special requirements: Please consult factory.

LEVELS OF SERVICE

- 5 day turnaround - standard (Most vacuum Models are on a standard 5-day turnaround. However, there are some exceptions. Please contact Customer Service for details on your particular model).
- 10 day turnaround – standard turnaround for 8 or more units
- 24 hr. turnaround - when available (additional charge of 110%)
- 72 hr. turnaround - when available (additional charge of 60%)

PAYMENT OPTIONS:

PURCHASE ORDER:

If you are paying with a **Purchase Order**, we **MUST** have a copy of your PO before we can return shipment. A quote will be sent to you following completion and return of this form **OR** after evaluation of your equipment. Please note all PO requirements as noted below.

CREDIT CARD

Credit Card: Visa / MasterCard / American Express (please circle one): Information may be telephoned to us or listed below
 Card number: _____ Exp. date: _____
 Credit Card Billing address if different from Co. billing address: _____
 Name as it appears on the card: _____

IMPORTANT NOTES – PLEASE READ:

Purchase Order requirements: Purchase Requisitions and Print Screens do not meet purchase order standards and cannot be processed. The purchase order must contain your billing address, & line amounts or totals. Any handwritten additions to typed Purchase Orders must be signed and dated. Our correct company name is Teledyne Hastings Instruments. Please fax purchase orders to 757-723-3925, Attn: Cindy / Karen. **Please note:** If you do not currently have an account set up with Teledyne Hastings Instruments, or it has been more than two years since you have done business with Teledyne Hastings Instruments you are considered a new customer and will need to reestablish you account. You must fax credit information / references.

Our payment terms are Net 30.

Freight: Teledyne Hastings will under NO circumstances, accept collect shipments. All collect shipments received at our facility will be returned to the sender unopened.

International customers: Please mark package with a statement indicating that this equipment is being returned for repair/recalibration and will be re-exported.

All products and services of Teledyne Hastings Instruments are provided in accordance with our standard commercial terms and conditions which can be review at <http://www.hastings-inst.com>.