



QUALITY CONTROL SERVICES

LABORATORY EQUIPMENT • SALES • SERVICE • CALIBRATION • REPAIRS
2340 SE 11TH Ave. Portland, Oregon 97214 • Box 14831 Portland, Oregon 97293
(503) 236-2712 • FAX (503) 235-2535 • www.qc-services.com

Balance / Scale Repair Initiation Form

Please complete this form and return it to QCS along with the balance or scale you are sending in for a repair estimate.

Customer:

Company: _____
Contact: _____
Email: _____
Fax: _____
Phone: _____

Instrument:

Item: Balance / Scale
Make: _____
Model: _____
Serial Number: _____

Return Shipping Address:

Street: _____
City: _____
State: _____
Zip: _____

Accessories: sent with instrument.

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Power Cord | <input type="checkbox"/> Power Adapter |
| <input type="checkbox"/> Pan | <input type="checkbox"/> Manufacturer's Box |
| <input type="checkbox"/> Pan Support | <input type="checkbox"/> Travel Case |
| <input type="checkbox"/> Draft Shield | <input type="checkbox"/> Other _____ |

Briefly describe the problem with the instrument:

Packing Instructions:

- Remove pan & pan support and ship with unit (see picture)
- Remove draft shield (if possible) DO NOT send with instrument
- Wrap the instrument in at least 6" of bubble-pack
- Place in sturdy box surrounded by another 6" of padded shipping material
- Wrap pan, pan support & any accessories in bubble-pack and place in box

Ship To:

Quality Control Services
2340 SE 11th Ave
Portland, OR 97214

