

# THE METER SHOP, INC

## RMA Request Form

(Please attach copy along with instrument when shipped)

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

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

Phone Number: \_\_\_\_\_

Bill-To Address: \_\_\_\_\_  
 \_\_\_\_\_

Ship-To Address: \_\_\_\_\_  
 \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Payment Terms: NET \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Accounts Payable Phone#: \_\_\_\_\_

Accounts Payable Email: \_\_\_\_\_

If we need authorization to repair or have questions about these instruments, who should we contact? If the same as above, write "same".

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

Phone: \_\_\_\_\_

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

Item #	Manufacturer	Model/Description	Services			Serial # If Available	Comments	Including Test Leads/ Power Cord (Y/N)
			Repr. ( )	Cal. ( )	W/Data ( )			
1								
2								
3								
4								
5								
6								

**Ship All Units to: The Meter Shop, Inc 6934 Signat Dr. Houston, TX 77041., Attn: Repair Dept.**

**Standard turnaround time for calibration is 5-10 business days.** Expedite calibration is available for an *extra* fee. Please call 713-957-8586, fax us at 713-957-8587 or email [support@metershop.com](mailto:support@metershop.com) for more information.