

Acknowledgement Receipt of Instruments

Company Name : _____
 Contact Person : _____
 Telephone No. : _____ (HP) _____ (Office)
 Email : _____

We have received the following items for service repair to be carried out at our workshop via your D/O no.: _____







Item No.	Order Code	Serial No.	Remarks
1			
2			
3			
4			
5			

Fault Description : _____

Error Code : _____

Process Data : Temperature _____ [°C] Pressure _____ [Pa]

Declaration of Hazardous Material and De-Contamination

Item No.	Process Medium	Returned part cleaned with	 radioactive	 flammable	 poisonous	 caustic	 harmful to health	 SAFE safe
1								
2								
3								
4								
5								

Terms & Conditions:

- (1) **COLLECTION** of instrument can only be made **UPON PAYMENT** of invoices or receiving of **PURCHASE ORDER**.
- (2) A **nominal assessment fee per instrument will be charged** upon agreement to proceed with the servicing on the instrument(s) mentioned above.
- (3) Service/Repair instrument remaining **UNCLAIMED** for a period exceeding **THREE (3) MONTHS** after being brought in **WILL BE DISPOSED**.
- (4) Please acknowledge your acceptance of the above mentioned terms & conditions by return fax. However, we will also assume that you accept the above terms & conditions if you agreed to send the instrument(s) for service repair.

We agreed & confirmed the above particulars are correct.			
Signature :		Signature :	
Delivered By :		Received By :	
Date :		Date :	
		Contact no. :	