



BuildingPoint

### SERVICE BOOKING FORM

**JOB NUMBER:**

<b>DROPPED OFF / RECEIVED BY:</b>		<b>DATE:</b>
<b>COMPANY NAME:</b>	<b>CONTACT PHONE:</b>	
<b>CONTACT NAME:</b>	<b>CONTACT EMAIL:</b>	
<b>PRODUCT SUBMITTED FOR SERVICE:</b>	<b>SERIAL NUMBER:</b>	
<b>ACCESSORIES INCLUDED WITH REPAIR ITEM:</b>	<b>IS A QUOTE REQUIRED FOR REPAIRS UNDER \$500?</b>	<b>YES      NO</b>
	<b>SUPPORT UNIT REQUIRED:</b>	
	<b>IS THE UNIT UNDER WARRANTY?</b>	<b>YES      NO</b>
<b>ANNUAL SERVICE AND CALIBRATION:</b> <b>YES      NO</b>	<b>ARE THERE ANY FAULTS WITH THE UNIT:</b>	
<b>RETURN DETAILS:</b>		
<b>RETURN INSTRUCTIONS: To be Collected / Freight to:</b>	<b>FREIGHT DETAILS: ADDRESS:</b>	<b>PURCHASE ORDER NUMBER:</b>
	<b>FREIGHT ACCOUNT NAME &amp; NUMBER:</b>	
<b>ACCESSORIES RETURNED WITH REPAIR ITEM:</b>	<b>DATE RETURNED:</b>	<b>CONSIGNMENT DETAILS:</b>
	<b>COLLECTED BY:</b>	