

# ATAGO USA Service Request Form

Directions: In order to have your ATAGO product inspected, please completely fill in the form below.  
Any missing information could delay the inspection process.

## Tips and Shipping information:

- Clean unit thoroughly, otherwise a \$30.00 cleaning fee may apply
- Package instrument in original storage case if possible
- Use 2-3 inches of packing material on all sides when shipping
- Insure package for full value when shipping

**Ship To: ATAGO USA Service Center**  
14432 SE Eastgate Way #450  
Bellevue, WA 98007

Date:

Service Order Number # R

## Company Information:

Company Name:

Contact Name:

Accounts Payable Contact Name:

Shipping Address:

Billing Address:

Phone:

State

Zip

Phone:

State

Zip

Email:

Email:

## Instrument Information:

NIST Traceable Calibration YES  NO

Preventative Maintenance (PM Service) YES  NO

\*Only applicable for certain benchtop models.

Full Inspection/Diagnosis YES  NO

\*NIST Traceable Cert is not included

As Found, As Left Data (AFAL) YES  NO

\*Additional \$27.00 for Handhelds  
\$72.00 for Benchtop / In-Line

Model :

Serial Number :

Purchase Date :

Date Problem Occurred : N/A:

### Sample

### Information

Please check the corresponding items →

Food \_\_\_\_\_

Beverage \_\_\_\_\_

Medical \_\_\_\_\_

Chemical \_\_\_\_\_

Coolant \_\_\_\_\_

Oil \_\_\_\_\_

Other \_\_\_\_\_

Sample Measurement Range

**\*Per our procedure, any data stored in your unit will be deleted. ATAGO will not be liable for restoring the data\***

Additional Comments:

*Please include any error messages, erroneous readings, or abnormalities.*

Payment Information:

**Service inquiries must be paid by ACH or Credit Card. We are not accepting Check payment.**

Choose Card Type:



Card Number:

Expiration Date:

Signature

Date

\* By signing above, I authorize ATAGO USA Inc. to perform initial inspection and understand that an inspection fee of **\$51.00** (+ shipping) may be applicable. Once the instrument is received and inspected, ATAGO will provide a detailed diagnosis and quotation for repair/replacement. Approval will be required before any repair is performed or any charges are applied to the credit card. If inspecting under warranty, no inspection fee will be charged.