

# Service Booking Form

## Customer Details

Date:

Purchase Order:

Company:

Address:

Contact Name:

Phone No.:

Email:

## Equipment Details

Unit 1

Brand:

Model:

SN:

## Equipment Information

Instrument requires:

**Calibration**

**Repair**

**Both**

Perform electrical safety test on mains powering equipment in accordance with AS/NZS3551 for medical equipment (additional fee applies)

If the instrument is faulty, describe briefly:

Is this continuous or intermittent?

Has the unit suffered accidental damage such as drops or severe bumps recently?

Are there any parts that you want replaced (e.g. earpads, cables)?

Note: Sub-standard parts affecting calibration will be replaced without notification

We suggest you have full marine cargo insurance for your equipment when being transported, we do not accept any responsibility for equipment lost or damaged in transit.

Note: If you do not want us to include the recommended next calibration due date on the report please let us know.

**Preferred date:**

**Quote Required:**

**Onsite:**

**Lab:**

*Please note: Onsite bookings are subject to availability*

**Please note: If your company requires a purchase order for payments to be made, this needs to be provided before your equipment is returned to you.**

Completed form must be emailed to [service@diatec-diagnostics.co.nz](mailto:service@diatec-diagnostics.co.nz)

Booking is only complete once a confirmation is sent back to you. Any equipment received without prior booking will be scheduled into the next available timeslot. Bookings are based on above listed equipment only, anything in addition to this will be subject to delays. Calibration turnaround time is 1-2 working days from arrival date, excluding delivery. Repair turnaround times are all subject to individual assessment. ecs diatec does not take responsibility for delays in courier times to and from our offices, please ensure equipment is sent with your courier delivery times in mind. Equipment not received on booked date will be allocated to the next available timeslot. Please place a copy of this form with your equipment.

**ecs diatec**

✉ [service@diatec-diagnostics.co.nz](mailto:service@diatec-diagnostics.co.nz)

🌐 [www.diatec-diagnostics.co.nz](http://www.diatec-diagnostics.co.nz)

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