

# Service Return Form



**Ship to:** BC Group International, Inc.  
 Attn: Service Department  
 3081 Elm Point Industrial Drive  
 St. Charles, MO 63301 USA

**Contact:** Ph: 888-223-6763 or +1-314-638-3800  
 Fax: +1-314-638-3200  
 Web: BCCalibrationService.com  
 Email: service@bcgroupintl.com

## REQUIRED: Billing/Shipping Information

	Your Billing Address:		Your Shipping Address (if different):	
Section 1	Company:		Company:	
	Address:		Address:	
	City:		City:	
	State/Prov:	Postal Code:	State/Prov:	Postal Code:
	Country:		Country:	
	Contact:		Contact:	
	Phone #:		Phone #:	
	Fax #:		Fax #:	
Email:		Email:		

## REQUIRED: Select Payment Method

Section 2	<b>We will pay via Purchase Order</b> Purchase Order # _____ Purchase Order is:    Enclosed    Being faxed    Being emailed    Being Mailed		Requires Preapproved Open Account with BC Group & Purchase Order (Open Accounts are only available for U.S. customers)
	<b>We will pay via Credit Card:</b> MasterCard    Visa    American Express    Discover Credit Card # _____ Expires: _____ CCV # (last 3 digits on back or for AMEX 4 on front) _____ Name on Card: _____ Signature _____		
	<input type="checkbox"/> <b>We will pay via C.O.D.</b> (U.S. destinations only)		
	<input type="checkbox"/> <b>We will pay via Wire Transfer</b>		
	[ ] <b>We will pay via C.O.D.</b> (U.S. destinations only)		

## REQUIRED: Select Return Shipping Method

Section 3	Return shipments are via <b>FedEx Ground - Signature Required</b> unless an alternate method is specified.		
	<b>Use Alternate Shipping Method:</b> FedEx    UPS    Other _____ Ground    Overnight-AM/Priority    Overnight-PM/Std.    2-Day Air    3-Day Economy    Other: _____		
	<b>Select Freight Payment Method:</b> Prepay & add freight to my Invoice    Charge my freight Account # _____ <span style="float: right; font-size: small;">(\$20 handling fee per box will be added)</span>		
	<b>Ship <u>No Signature Required</u>:</b> By my signature below I authorize BC Group to ship without requiring a Receipt Signature. <div style="text-align: center;"> <span style="background-color: yellow; padding: 2px;"><b>Must be signed</b> -----&gt;</span>    Signature _____                 </div>		
	[ ] <b>We will pay via Wire Transfer</b>		

## REQUIRED: Product Information

Section 4	Item 1	Mfr:	Model:	Asset #:
	Serial #:		Equipment Type:	BCID #:
	Accessories Included:			
	<b>Service Required:</b> Calibration    Repair & Cal    New Product Warranty*    Service Warranty*    Other: _____			
	<b>For Warranty Items Only - * Call for RMA# before shipping (RMA # _____ )</b>			
	<b>Calibration Type:</b> ANSI Z540 (Standard)    ANSI Z540 w/Data (50% add)    ISO 17025 (Call to check availability)			
	<b>Failure Symptoms/Comments:</b> (Please be as specific as possible)			
	Note: A \$60.00 Evaluation Fee applies if quoted repairs are not approved.			