

Request for Repair Work

To Be Completed By Customer:

Company Name: _____

Company Address: _____

Phone #: _____ Contact Name _____

Contact Email Address: _____

Equipment Description: Make: _____ Model: _____

Serial Number: _____

Brief Description of the Problem: _____

Customer Signature Authorizing MCC to Prepare Repair Estimate:

Signature: _____

Print: _____

Please Note:

1. An estimate of charges will be created for you. Once you approve the repair estimate, we will schedule your work and discuss payment options.
2. All articles and equipment left on MCC premises after work is completed may be sold or destroyed. MCC cannot be responsible for articles left after a 30-day notice.

Important:

If you are shipping equipment to MCC for repair or estimate of repair, please complete all customer information at the top of the form and sign the form. Place a copy in your shipment.

Ship to:

MCC Equipment & Service Center

2705 E Main St., Plainfield, IN 46168

ATTENTION: Service Department

Name of MCC Technician: _____ *Date Received:* _____

(Attach to Customer Estimate # _____)