

UNIT SHIP-IN or DROP-OFF FORM



1200 East Avis Dr. Madison Hts. MI 48071 www.specmo.com t 800-545-7910 f 248-583-2571

We want to make sure we provide you, our valued customer with prompt service and the proper repair or refurbishment of your unit within our general 24-48 hour turnaround time. In order to ensure your order is handled properly, please complete all the information below and include the completed form in the box with your unit.

Contact Information

Contact Name
Company Name
Address
City, State, Zip
Phone
e-mail

Vehicle Info

VIN Number (17 digits)		
Year	Make	Model
Miles	Kilometers (for conversions)	
Repair Order #		

Service Needed

☐ Repair Unit*	☐ Refurbish Unit**	☐ Odometer Set
☐ Metric/Us Conversions ☐ Other _____		

Complaint - Description

Details of what is wrong with your unit or the service requested?

Check-off list...

1. Include completed form with unit
2. Enclose payment information or check
3. Securely package unit and ship to:

Please **CHECK ONE** in each section below:

Return Shipping/Pick-up Method

How would you like your unit sent back to you?

CALL FOR PRICING

- ☐ Fed Ex Ground
- ☐ Fed Ex Overnight
- ☐ Fed Ex Priority Overnight - arrive by 10:30 a.m.
- ☐ Pick up Unit at Service Counter

Payment Method

How would you like to pay for your unit?

- ☐ Bill to account***
- ☐ Charge to Credit Card on file
- ☐ Call me for Credit Card information
- ☐ Company Check
- ☐ Cash paid at pick-up

Purchase Order # _____
(for non-warranty transactions)

Repair Quote

Minimum \$30 Bench Fee** if repairs are refused.**

We will contact you if this section is left blank.

- ☐ Repair unit if not more than \$ _____
- ☐ Call me with estimate
- ☐ e-mail estimate to: _____

*Repair = Only the broken components are repaired (radios only). Only the components repaired are warranted.

**Refurbished = Unit is repaired to like "new" condition, including replacement of cosmetics. The complete unit is warranted.

***Bill to = ONLY AVAILABLE for Net 30 Accounts.

****Bench Fee = Units sent in for a repair estimate, but the repair is refused will incur a \$30 bench fee for tech time.

Specmo Enterprises
ATTN: R & R
1200 East Avis Drive
Madison Heights, MI 48071

Providing this information with your unit will help ensure that we are able to continue providing dependable, prompt service to you and your customers. Thank you for your business!