

- Step 1: Print and Fill out the form
Step 2: Email a copy of the completed form to us at info@solarlight.com
Step 3: Place a hard copy in the box with the equipment
Step 4: Ship well packed and fully insured to us:
100 East Glenside Avenue, Glenside, PA USA 19038
(This is our Return Process – No RMA Number is Required)

CONTACT INFORMATION

Name: _____ Date: _____
Company: _____
Street Address: _____ State: _____

City: _____ Zip: _____
Country: _____
Telephone: _____ Fax: _____
Email: _____

*If a different Company Name should appear on the Calibration Certificate,
please enter the new Company Name and Address in the "Comments" section below.*

PAYMENT INFORMATION

Credit Card Type: MasterCard Visa Amex Discover
Credit Card #: _____ Expiration: _____ CVV: _____
Billing Zip/Postal Code for Card: _____ PO #: _____

If you would like SLC to call you with a cost estimate before beginning repairs, please check here

NOTE: An Evaluation Fee of \$75.00 will be charged if a repair or calibration is declined.

RETURNS

List the items and serial numbers being returned:

1. Description: _____ Model #: _____ Serial #: _____

Service Requested: Repair Calibration Repair & Cal. 72 Hour Cal. None

If repair, please describe problem: _____

RETURNS CONTINUED

List the items and serial numbers being returned:

2. Description: _____ Model #: _____ Serial #: _____

Service Requested: Repair Calibration Repair & Cal. 72 Hour Cal. None

If repair, please describe problem: _____

3. Description: _____ Model #: _____ Serial #: _____

Service Requested: Repair Calibration Repair & Cal. 72 Hour Cal. None

If repair, please describe problem: _____

RETURN SHIPPING INSTRUCTIONS

Shipment Via: UPS FedEx Other: _____

Service: Overnight 2nd Day Ground Date Required: _____

Account #: _____

Ship to address: (Complete name and address) Check if same as above

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone: _____ Fax: _____

Email: _____

COMMENTS

FOR US SHIPMENTS:

Ship prepaid via UPS or FedEx, fully insured to:

Solar Light Company, Inc.

100 East Glenside Avenue, Glenside, PA. 19038 USA

Label as one of the following:

- Attn: Calibrations laboratory or
- Attn: Repair Service *(if both Calibration & Repair Services are required for your instrument)* or
- Attn: Calibrations Laboratory – 72 HOUR EXPEDITED*

FOR INTERNATIONAL SHIPMENTS:

- 1) Please use ICH code # 9801100000 for our instruments
- 2) Clearly mark package “USA GOODS: Customs Duty Free Tariff Number 9801 10 0000, being sent to manufacturer for repair and/or calibration.”
- 3) Please contact your customs broker and advise us if you have another ICH code # for us to use for the return shipment back to you.