



OFFICE AUTOMATION, INC.

Phone and Control Repair Request

This form should be shipped with equipment.

Please ship the equipment to:

Office Automation, Inc.
Attn: Repair Dept.
776 Bennett Drive, Suite 105
Longwood, FL 32750-6392

Phone: 800-393-1106
Phone (407) 702-1000
Fax: (407) 831-6674

Date Shipped: _____

Customer Name: _____

Address that unit will be returned to: _____

City _____

State _____

Zip _____

Contact Person Name: _____ Phone No: _____

Return Shipping: Ground or Overnight Early Morning Late Morning

Call Me with Estimate of Repair Cost. (Estimate Charge Applies if repairs not completed)

Payment Method:

Credit Card: Visa Master Card American Express
Card No: _____ Name on Card _____ Exp: _____

Terms on Account: Customer Name _____ Account No: _____

Please provide as much as the following information as possible:

Phone System Manufacturer/Type: _____ Version of Software: _____

Qty.	Item	Description of Problem:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Was the phone/equipment purchased from Office Automation, Inc. Yes No
Date Of Purchase and/or Invoice Number: _____

Does the rest of your phone system work? Yes No
If no describe: _____

Have you tested the phone or card in another location/slot ? Yes No

Please do not include any line cords with phone, only handset cord. Thank you.