



**Service Center Locations**

900 South McDowell Street  
Charlotte, NC 28204  
Phone: 704-372-7766

1208 Copeland Oaks Drive  
Morrisville, NC 27560  
Phone: 919-460-8886

4405 International Blvd, Suite 115  
Norcross, GA 30093  
Phone: 770-931-0844

305 Ashcake Road, Suite K  
Ashland, VA 23005  
Phone: 804-368-7525

621 Brookhaven Drive  
Orlando, FL 32803  
Phone: 407-601-5816

10265 Beach Blvd  
Jacksonville, FL 32246  
Phone: 904-620-0500

1311 Elm Hill Pike  
Nashville, TN 37310  
Phone: 615-748-1998

301 N Winona Street  
Knoxville, TN 37917  
865-389-0628

**BILL TO:**

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suite: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Purchase Order # (if applicable): \_\_\_\_\_

**SHIP TO (If Different from Bill To):**

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suite: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Customer Pick Up:  Yes  No

Internal Use

**EQUIPMENT:** Please list each item including cables, etc. Use a separate sheet if necessary.

TPP: Y/N

|                  |                      |       |
|------------------|----------------------|-------|
| Equipment: _____ | Serial Number: _____ | _____ |
| Equipment: _____ | Serial Number: _____ | _____ |
| Equipment: _____ | Serial Number: _____ | _____ |
| Equipment: _____ | Serial Number: _____ | _____ |
| Equipment: _____ | Serial Number: _____ | _____ |

**PROBLEM:** Please provide a complete description of the problem or damage to the equipment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATE:** Is an estimate required?  Yes  No

Name of person who will approve repairs: \_\_\_\_\_ Phone: \_\_\_\_\_

**TERMS:**

- Estimates must be acted upon by customer within 14 days of receipt or equipment will be returned and evaluation fee assessed.
- For non-warranty repairs, a minimum evaluation fee of \$60.00 will be charged in the event repair is declined.
- Equipment rentals are available while units are under repair. Please contact us for details.
- Please backup data as Duncan-Parnell is not liable for any loss of data during servicing/repairing of the equipment.
- If equipment is not picked up within 120 days equipment will become property of Duncan-Parnell.

**SIGNATURE:** Please sign and return this form us with the equipment. By signing this Service Repair Form , you hereby acknowledge that you understand and accept the terms and conditions of this Service Repair Form set forth by Duncan-Parnell.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_