



EQUIPMENT REPAIR REQUEST FORM

DATE: _____

Corporate Headquarters
 235 Portland Road, Gray, Maine 04039
Toll Free: 1.800.495.9640
 Direct Line 207.358.4000
 Fax: 207.657.1061
 E-Mail: service@portlandsafe.com
 Web Page: www.portlandsafe.com

Please check the financial equipment required for service below:

- CRADEN PERIPHERALS CORPORATION
- MAVERICK International
- Type Writer
- COIN OR CURRENCY COUNTER
- REPAIRS FOR PNEUMATIC TUBES
- Other: _____

- DANINI
- DIGITAL CHECK
- Canon
- EPSON
- Burroughs Payment Systems

ATTENTION: PLEASE FAX, MAIL OR EMAIL THIS FORM TO COMPLETE THE AEP SERVICE REQUEST.

Or

You may fill out a service request online using the following link: http://www.portlandsafe.com/?page_id=150

EQUIPMENT REPAIR REQUEST PROCESS IS AS FOLLOWS:

1. FILL OUT THIS FORM COMPLETELY PRINT AND SEND VIA FAX (207) 657.1061 OR E-MAIL TO service@portlandsafe.com
2. A REPLACEMENT UNIT WILL BE SHIPPED TO YOU WITHIN 24 HOURS OF YOUR REQUEST.
3. USING THE SHIPPING CONTAINER YOU RECEIVE FROM WITH THE REPLACEMENT UNIT, PLACE THE UNIT THAT REQUIRES REPAIR IN THE SHIPPING CONTAINER AND RETURN THE UNIT FOR REPAIR TO OUR OPERATION CENTER AT: **235 Portland Road, Gray, Maine 04039**

MAKE: _____ **MODEL:** _____ **ASSET NUMBER:** _____

SERIAL NUMBER OF UNIT TO BE REPAIRED: _____

COMPANY NAME: _____ **BRANCH & COST CENTER:** _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____ **EXT:** _____

EMAIL: _____

DESCRIPTION OF PROBLEM WITH EQUIPMENT

STATED DETAILED REPAIR CHARACTERISTICS	SHORT DESCRIPTION OF PROBLEM WITH MACHINE
NOT FEEDING	
JAMMING	
STOPPING	
POOR PRINT	
REQUIRES FULL PM	
REQUIRES FULL CALABRATION	
PIGGY BACKING	
SENSOR ERRORS	
PROGRAM ERRORS	
OTHER	