

# Local Guideline

Notification # \_\_\_\_\_  
 Quote# \_\_\_\_\_  
 Sales order# \_\_\_\_\_  
 Technician \_\_\_\_\_  
 Completed Date \_\_\_\_\_



**LT-400070-002**

Radio Repair Authorization  
 Form

<b>DEALER:</b>	Repair authorization/ case #	
COMPANY NAME:		
<b>SAP BILL TO:</b>	<b>SAP SHIP TO:</b>	
BILLING ADDRESS:	SHIPPING ADDRESS:	SAME AS BILLING
EMAIL:	RADIO SERIAL#:	
PHONE #:	PUMP SERIAL#:	
CONTACT NAME:	P.O.#:	

**\*PLEASE LIST REASON RADIO IS BEING SENT FOR REPAIR AND EXPLANATION OF FAILURE EXPERIENCED.\***  
**Explanation of failure:** The radio problem, or reason the repair is necessary, must be listed below.

Signature is required to allow us to perform work to your radio and that you agree to the terms listed on the second page of this document

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

**For Putzmeister use below:**

Radio Equipment number \_\_\_\_\_ Std Billable repair \_\_\_\_\_ Std Billable repair with FOC freight \_\_\_\_\_  
 Radio equipment number \_\_\_\_\_ Repair FOC \_\_\_\_\_ Manufacturer warranty \_\_\_\_\_ Putzmeister Warranty \_\_\_\_\_  
 Radio being sent to vendor for modification \_\_\_\_\_ For repair \_\_\_\_\_

Part needs to be ordered. \_\_\_ Part# \_\_\_\_\_ Quantity \_\_\_\_\_ PO# \_\_\_\_\_ Confirmation date \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

Part number	Quantity	Notes

E-MAIL: PERC@PUTZMEISTER.COM OR Customer.support@putzmeister.com Telephone: 800-890-0269 Fax: 262-884-3080

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Putzmeister America • 1733 90 <sup>th</sup> Street • Sturtevant, Wisconsin 53177 • Tel. 262-886-3200 •			

REPAIR AUTHORIZATION#

**\*\*PLEASE TAPE TO RADIO REPAIR PACKAGE\*\***

**PLACE RADIO REPAIR REQUEST FORM PAGE 1 INSIDE OF BOX OR IN A PACKING SLIP ENVELOPE.  
TAPE PAGE 2 TO OUTSIDE OF BOX.**

SHIP TO:  
**PUTZMEISTER ELECTRONIC  
REPAIR CENTER  
1733 90<sup>TH</sup> ST.  
STURTEVANT, WI 53177  
800-890-0269**

ATTN: RADIO REPAIR

**\*\*PLEASE TAPE TO RADIO REPAIR PACKAGE\*\***

FOLD ALONG DOTTED LINE

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**Instructions:**

**Please completely fill out the first page of the repair form. If you were already provided a Case number put page 1 of the repair form inside of the box. The second page of the repair form must be taped to the outside of the box so it is visible. Ship to the address shown above.**

**If you were not provided a case number, please submit form by e-mailing a saved/fully filled out form to perc@putzmeister.com or customer.support@putzmeister.com. There will be an email response that gives you the Case number. Please write the case number on the Repair authorization/case# feild. Once the case number is noted on the form, put page 1 of the repair form inside of the box. The second page of the repair form must be taped to the outside of the box so it is visible. Then you would ship to the address above.**

**Save your Repair authorization number for future reference. You can also reply to the e-mail you received the case number to for easy communication that will be saved within the case.**

**Terms and conditions:**

**The repair will be quoted in first come first served order once received in the radio shop. The repair will be required to be authorized within 30 days of the quote being sent to the provided email. After the 30 days, the radio will be returned unrepai red and the mandatory \$120.00 labor plus shipping, will be billed to the customer.**

**All failure complaints, requested repairs, or requested changes must be listed on the "Explanation of failure" section of the form. This must be filled out as detailed as possible for the most accurate and timely repair results. If a complaint is not listed, PERC is not responsible for missing an intermittent failure.**

**By signing this form you agree to all terms as stated. Your typed name and date will be accepted as a digital signature. A signature is required.**