

- Step 1: Print and Fill out the form  
Step 2: Email a copy of the completed form to us at [info@solarlight.com](mailto: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: \_\_\_\_\_

### 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 is declined.**

### RETURNS

List the items and serial numbers being returned:

1. Description: \_\_\_\_\_ Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Service Requested:  Repair  Calibration  Repair & Cal.

If repair, please describe problem: \_\_\_\_\_  
\_\_\_\_\_



### 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 the following:*

- Attn: Repair Service

### 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.