

This form **must be completed in full and returned** to [calibration@kenelec.com.au](mailto:calibration@kenelec.com.au) before sending us your instrument. **Goods will NOT be received unless clearly identified with your issued RMA number.**

Office Use Only

Issued RMA #:       Date:

**Billing Details** *must include a purchase order number*

Company Name:   
 Billing Address:   
 State:  Postcode:   
**Purchase Order #:**  « this field must be completed

**Delivery Details** *must be a physical address, not a PO Box*

Company Name:   
 Delivery Address:   
 State:  Postcode:

**Contact Details**

Contact Name:  Phone:   
 Contact Email:

**Unit Details** *please include the serial number, equipment ID or customer ID for each unit, and details of issue / fault if applicable*

Instrument (make / model)	Serial Number / Equipment ID	Reason for Return	NATA*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

\*Please tick for NATA calibration service - available for certain models of **Vane Anemometers / Air Particle Counters only**  
 Vane calibrations – Should we indicate the manufacturer recommended recalibration date on your calibration label?  Yes  No

Are any of the units listed **faulty**?  Yes  No *if yes, please provide details / further information below*

Have **any** of the units listed been potentially **exposed to toxic or hazardous substances** (eg asbestos)?  Yes  No

Are **any** of the units listed part of a **Standing Order** or existing **Maintenance Agreement** with Kenelec Scientific?  Yes  No

*Please be advised that you are required to ensure that your instrument, components and case are free of any dust, dirt or contamination and can be safely handled. Any cleaning or decontamination that may be required will be charged and may result in a delay to your service job.*

Do you require a **rental unit**?  Yes  No *Discounts apply. Our Rental Department will contact you regarding availability and pricing.*

**Return Method** *how you would like your unit returned to you when work has been completed; please select an option below;*

- Pick up from Melbourne Office
- Customer to arrange: Freight Company:  Account #:
- Kenelec Scientific to arrange standard freight costs apply)

All services offered by Kenelec Scientific are subject to our [terms and conditions](#)