

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

Company Name:   
 Billing Address:   
 State:  Postcode:   
 Payment Method: Purchase Order  Credit Card   
 PO Number:

If you are an account customer, we require a copy of your purchase order before we can despatch your unit. If a PO has not been raised yet, enter "TBA" above and forward us a copy of your PO when available. If you are not an account customer, payment will be required before your unit can be despatched.

## Delivery Address *Unfortunately we are unable to deliver to a PO Box*

Company Name:   
 Delivery Address:   
 Same as Billing Address  State:  Postcode:

## Contact Details

Contact Name:  Phone:  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	Vane Range**	Serial Number	Reason for Return	Calibration Type*** (TSI or As Found)	Recalibration Label*
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>					

Please note that the models on [this list](#) will be calibrated to ISO 17025 standards (NATA endorsed).

\*Vane calibrations – Should we indicate the manufacturer recommended recalibration date on your calibration label \*\*Vane ranges – Click [here](#) for an overview of vane ranges.

\*\*\* Applicable to 4000 and 5000 Series Flowmeters only.

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  
 Preferred freight company: Company:  Account #:   
 Kenelec Scientific to arrange (standard freight costs apply)

Please note – In order to adhere to the IATA's Dangerous Goods Regulations, the freight cost of instruments containing a lithium battery will incur an additional shipping fee.

## Other Notes