

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 copy in the box with the equipment  
Step 4: Send to us: 100 East Glenside Avenue, Glenside, PA USA 19038  
*(This is our Return Process – No RMA Number is Required)*

### CONTACT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_ State: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

*If a different Company Name should appear on the Calibration Certificate,  
please enter the new Company Name and Address in the "Comments" section below.*

### 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 or calibration is declined.**

### RETURNS

*List the items and serial numbers being returned:*

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

Service Requested:     Repair             Calibration             Repair & Cal.             72 Hour Cal.             None

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

### RETURNS CONTINUED

List the items and serial numbers being returned:

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

Service Requested:  Repair  Calibration  Repair & Cal.  72 Hour Cal.  None

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

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

Service Requested:  Repair  Calibration  Repair & Cal.  72 Hour Cal.  None

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

*\* 72 Hour Calibration Service carries a 50% surcharge. (Not available for model 501)*

### RETURN SHIPPING INSTRUCTIONS

Shipment Via:  UPS  FedEx  Other: \_\_\_\_\_

Service:  Overnight  2nd Day  Ground Date Required: \_\_\_\_\_

Account #: \_\_\_\_\_

*Ship to address: (Complete name and address)*  Check if same as above

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 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 one of the following:*

- Attn: Calibrations laboratory or
- Attn: Repair Service *(if both Calibration & Repair Services are required for your instrument)* or
- Attn: Calibrations Laboratory – 72 HOUR EXPEDITED\*

### 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.