

Service Request Form

Complete and return with equipment to be repaired.

Audio Video Systems Inc.
1860 Old Okeechobee Rd, Ste 104
West Palm Beach, FL 33409
(561) 686-4473

Date _____ **Account Number (if known)** _____

Company Name _____

Contact Name _____

Shipping Address _____

Billing Address _____

Phone Number(s) _____

FAX Number _____

Email Address _____

Model _____

Serial # _____

Accessories _____

PO # _____

Estimate Required Yes No **Pre-approved Repair Cost Amount \$** _____

Problem Type Cleaning Preventive Maintenance Repair

Problem Description _____

Return Via UPS (standard) Other: _____

Payment Method Money Order/Cashier Check MasterCard* Visa*

Company Check (Pre-approved credit application required)

* Credit Card # _____ Expiration _____

Shipping Instructions: We recommend wrapping unit(s) in plastic wrap or a bag. Insure package against loss or damage. Use a strong box (or double box if unit is large/heavy) with minimum 3 inches of clearance surrounding unit, filled with protective packing material. Units will be returned in same box.