



Advanced Measurement Technology, Inc.



ORTEC CUSTOMER SUPPORT DEPARTMENT

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# Return Authorization Form

To initiate the Return Authorization process, please proceed with filling in the RA (Return Authorization) request information below. Your Customer Support Coordinator will be in contact with you regarding specific return details relating to your equipment as well as the Return Authorization Number required for your return shipment.

## BILL TO:

Primary Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Country \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

## SHIP TO:

Primary Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Country \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

## END USER:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_

Voltage \_\_\_\_\_  
 Country \_\_\_\_\_

### MODEL NUMBER

### SERIAL NUMBER

### DESCRIPTION OF PROBLEM *(in detail)*

MODEL NUMBER	SERIAL NUMBER	DESCRIPTION OF PROBLEM <i>(in detail)</i>

Warranty Repair

Enter Original Order Number

Non-Warranty

Enter Purchase Order Number

Service Contract

Enter Contract Number

## Important Notes

Please ensure that all equipment being returned for evaluation or repair is listed on this form. No additional equipment will be received at the Global Service Center without being issued under a formal Return Authorization Number.

Proper shipping containers are a requirement for returning items to be serviced. If you do not have the original container for return shipping, please inform your support coordinator and a quote can be issued for the proper containers required.

After completing, please return this form to your Customer Support Coordinator with a copy to

[ortec.sales@ametek.com](mailto:ortec.sales@ametek.com)