



Clausen

INSTRUMENT COMPANY, INC.

Repair Request Form Instructions

Please complete the form on the next page with the required information. Please include a copy of the completed form with your instrument when returning for repair.

Please send your instrument to the following address:

Clausen Instrument Co.
2338 US Highway 70
Swannanoa, NC 28778
(828) 686.4433
(828) 686.8561 (Fax)

REPAIRS

We repair, service and calibrate most brands of equipment. When sending us repair work please fill out the Repair Form and ship it with the instrument. Please call or email us in advance to discuss your repair or parts needs. We have an extensive parts inventory. Our in-house facility has been keeping your equipment in the field for over 38 years. It has always been the foundation of our business. With full time trained technicians, an extensive parts inventory and the latest tools and calibration equipment, we can provide the best quality repairs with the shortest turn-around time possible. We recommend a check-up and recalibration every 6 months for instruments in full-time use. If an instrument is hit or dropped or exposed to excessive moisture (dry any external moisture with a soft cloth, do not use a hair dryer), don't hesitate, get it to us ASAP. We absolutely recommend that you have your instruments checked-out BEFORE starting any job!

Packaging:

To package your equipment for shipment, please ship your instrument in its carrying case, whenever possible, to avoid any further damage; insert the instrument and case into a box with a couple of inches of foam packing under and around each side and tape securely. This will ensure the safest possible delivery. Please also enclose a completed REPAIR FORM.

Our goal is to "KEEP YOU WORKING"



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Date: _____

Contact Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Email Address: _____ @ _____

Office Phone: (_____) _____

Cell Phone: (_____) _____

Estimate: Yes ___ No ___

Detail description of problem with instrument: _____

Please include a Calibration Certificate, (\$24 charge)

(All instruments that are repaired will have a calibration sticker placed on the instrument unless you request otherwise.)