



Complete **ENTIRE FORM** and **SCAN** to REPAIR@SURGICALPRODUCTSOLUTIONS.COM OR **FAX** to: (412) 774-2345. We will provide you with a free shipping label. To expedite service, pre-authorize your repairs up to a specified dollar amount. For assistance, please contact us at (412)-745-2334. *We are unable to initiate a repair without a Purchase Order number. Payment is NET 30 unless otherwise specified.*

GENERAL		
Service Type:	<input type="checkbox"/> Large Diameter Flexible Scope	<input type="checkbox"/> Small Diameter Flexible Scope
Purchase Order Number:		
Model:		
Serial:		
Loaner Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		

REPROCESSING
Medical Equipment that comes into contact with potentially infectious materials must be decontaminated (cleaned, disinfected, or sterilized, as appropriate) before being sent to Surgical Product Solutions. Customers are responsible for complying with applicable federal, state, and local laws and regulations regarding decontamination of medical equipment. If the equipment has not been decontaminated, a \$150 charge will be added to the final repair invoice.
<input type="checkbox"/> By checking this box, you agree the equipment has been decontaminated before shipment.

PROBLEM DESCRIPTION
Please be specific:

SHIP TO	
Contact Person Regarding Repair:	Title:
Direct Line:	Email:

BILL TO		
Facility Name:	Department:	
Street:		
City:	State:	Zip:

PRE-AUTHORIZATION	
SPS is authorized to complete your repair up to and including the amount indicated:	
<input type="checkbox"/> \$500 <input type="checkbox"/> \$1000 <input type="checkbox"/> \$1500 <input type="checkbox"/> \$2500 <input type="checkbox"/> \$4000 <input type="checkbox"/> \$5000	Other Pre-Authorized Amount \$ _____
Approval Signature:	Title:
Direct Line:	Email:

REMINDER: PURCHASE ORDER NUMBER MUST BE PROVIDED WITH THIS FORM

FOR OFFICE USE ONLY
TRACKING NUMBER: _____
INVOICE NUMBER: _____

Thank you for choosing Surgical Product Solutions. Ask us about our Repair/Exchange Program!