

ESS Automation, Inc.

1318 Ramseur Road
Bessemer City, NC 28016
704-629-9722

Service Authorization Form

Company: _____	Your PO #: _____
Dept./Suite: _____	Contact: _____
Address: _____	Phone: _____
City: _____	Fax: _____
State/Zip: _____	e-mail: _____
Website: _____	

Standard Repair

Please go ahead with repairs. Standard repair time and rates apply.

Estimate Needed

I understand an estimate will be sent to me within a few days

RUSH

Repair this item on overtime. I understand an overtime rate will apply in addition to a \$50.00 RUSH fee.

RUSH - ESTIMATE

I understand an estimate will be provided ASAP and a \$50.00 estimate fee may be charged.

ESS Warranty

This item may be covered under ESS's warranty. If not under warranty, please notify me of any additional charges before repairs are made. I must complete the section marked "Trouble Reported"

EQUIPMENT INFORMATION

Manufacturer's Name: _____ Model: _____
Equip. Description: _____ Mfg. Part #: _____
Your Part/Ref #: _____ Mfg. Serial #: _____
Trouble Reported: _____

Please be sure to attach any documentation you may have such as schematics, wiring hook-up diagrams, manuals, etc. Also, all drives that use keypads for programming, must have their keypads with the unit.

Please SHIP your repair along with this form to:

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