



# The ENERGY CONSERVATORY

DIAGNOSTIC TOOLS TO MEASURE BUILDING PERFORMANCE

## EQUIPMENT RETURN FORM (Calibration and Repair)

TEC Customer Number (if known) _____		Date _____
Contact Name _____		
Company Name _____		
Billing Address _____	<input type="checkbox"/> Address Change	Shipping Address (if different from Billing) _____
_____		_____
_____		_____
Office Phone _____		Cell Phone _____
Fax _____		Email _____

Where was your equipment purchased?     from TEC                       Distributor                       Used

**Return Shipping:** All equipment will be shipped back using UPS Ground service, unless indicated below. If you need expedited return shipping, check the appropriate box below (**Note:** additional shipping charges will be added to the Invoice).

Ground       3-Day Select       2<sup>nd</sup> Day Air       Next Day Air

\*\*\* Please package your equipment carefully to eliminate shipping damage. If shipping a Blower Door fan, we recommend using an original shipping box along with the original packing (if possible).

Ship all equipment along with this form to:

**The Energy Conservatory  
2801 21<sup>st</sup> Avenue S., Suite 160  
Minneapolis, MN 55407  
Attn: Repair/Calibration**

### **Form of Payment:**

Send Invoice – Use Purchase Order No. \_\_\_\_\_ \*                       Check enclosed \_\_\_\_\_

\* Invoice option only available if customer has account with established Net 30 Day terms.

Visa/MasterCard \_\_\_\_\_ Exp \_\_\_\_\_

2801 21<sup>st</sup> Avenue South, Suite 160, Minneapolis, MN 55407

PHONE 612-827-1117

FAX 612-827-1051

WEBSITE [www.energyconservatory.com](http://www.energyconservatory.com)



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**Product(s) being returned** \_\_\_\_\_ **Quantity** \_\_\_\_\_

**Serial # (if applicable)** \_\_\_\_\_

**Reason for return:**  Annual Calibration  Repair  Upgrade  Possible warranty repair

**If repair, please describe problems or symptoms** \_\_\_\_\_

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**Additional Comments:**

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