

# REPAIR REQUEST FORM



Thank you for choosing Atex for your equipment repair needs. To ensure a smooth and efficient process, please fill out the following form with as much detail as possible. This information will help us assess your equipment and provide you with the best service. If your repair is covered under warranty, proof of purchase must be provided with this form.

Once completed, please bring this form along with your equipment for repair. If you have any questions, feel free to reach out to us. We appreciate your cooperation!

## CUSTOMER INFORMATION

Primary Contact's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

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

Street Address \_\_\_\_\_

Street Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Secondary Contact's Name (Optional) \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

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## EQUIPMENT INFORMATION

Manufacturer \_\_\_\_\_ Brand \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Describe the Issue \_\_\_\_\_

\_\_\_\_\_

Manufacturer \_\_\_\_\_ Brand \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Describe the Issue \_\_\_\_\_

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Manufacturer \_\_\_\_\_ Brand \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

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Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Describe the Issue \_\_\_\_\_

\_\_\_\_\_

Manufacturer \_\_\_\_\_ Brand \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Describe the Issue \_\_\_\_\_

\_\_\_\_\_

### KNOW BEFORE YOU GO

To ensure timely repairs for all our customers, Atex accepts a maximum of five (5) pieces of equipment at a time per customer. This limit may change, so we recommend calling your local store before bringing in your items.

Please note that we will have to turn away any equipment if your company has already reached the limit. The only exception is for equipment covered under warranty; in this case, we encourage you to bring it in as soon as possible, along with proof of purchase.

Thank you for your understanding!

### QUESTIONS?

Reach out to your local shop and let us know how we can help. Thank you for choosing Atex!

#### HOUSTON

4272 Clark Road  
Houston, Texas 77040  
713.944.0319

#### AUSTIN

10716 N Lamar Boulevard B  
Austin, Texas 78753  
512.454.9898