

REQUEST FOR SERVICE

To help expedite service on your equipment, please return a completed copy of this form with the equipment and keep a copy for your records.

Customer Information	Customer Billing Info:
Facility Name: _____	Facility: _____
Contact Person: _____	Address Line 1: _____
Department: _____	Address Line 2: _____
Phone #: _____	City: _____
Email: _____	State: _____ Zip: _____
	AP Email Address: _____
Return Shipping Information	
Facility Name: _____	
Contact Person: _____	
Phone #: _____	
Email: _____	
Department: _____	
Address Line 1: _____	
Address Line 2: _____	
City: _____	
State: _____ Zip: _____	
Shipping Method: _____	
Account #: _____	
	PO #: _____ Preapproved: <input type="checkbox"/> Yes <input type="checkbox"/> No Up to \$ Amount: _____
	Special Requests
	Loaner Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No Loaner Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Expedite Repair: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____
Equipment Information	
Equipment Type: _____	Manufacturer: _____
Model: _____	Serial #: _____
Equipment Problem Details: (For Image related problems, please provide copy of picture)	

Equipment being returned to CSS for any reason (repair, service, PM, etc.) must follow the regulations of the OSHA Bloodborne Pathogen Standard 29 CFR 1910.1030. This states that all medical devices must be decontaminated (cleaned, disinfected, and/or sterilized) according to the Operating and Maintenance Manual for that device.

If the device is unable to be decontaminated for any reason (failed leak tests, missing components, etc.) it MUST be in a red bag and the paperwork clearly marked stating the scope is dirty.

Failure to include cleaning and disinfection and/or sterilization documentation could result in a delay in your repair time. Consortia Surgical Services is dedicated to the safety of our customers, shipping partners and employees.

The accompanying medical equipment has been cleaned _____ (initial) and disinfected, or sterilized _____ (initial) prior to shipment.