

Service Booking Form



Customer Details

Booking Confirmation No.

Date:

Purchase Order:

Company:

Address:

Contact Name:

Phone No.:

Email:

Equipment Details

Unit 1

Brand:

Model:

SN:

Equipment Information

Instrument requires:

Calibration

Repair

Both

Perform electrical safety test on mains powering equipment in accordance with AS/NZS3551 for medical equipment (additional fee applies)

If the instrument is faulty, describe briefly:

Is this continuous or intermittent?

Has the unit suffered accidental damage such as drops or severe bumps recently?

Are there any parts that you want replaced (e.g. earpads, cables)? Sub-standard parts affecting calibration will be replaced without notification.

I authorize additional minor repairs up to \$200 ex gst, if required

Please ensure equipment is sent with your courier delivery times in mind.

Diatec does not take responsibility for delays in courier times to and from our offices.

Turnaround times: For faster turnaround times, we recommend planning for your equipment to arrive at Diatec one day before the booked date. We strive for calibration turnaround times of 1-5 working days from the arrival date. This is subject to the arrival time, date and other factors at our lab but can take up to 5 working days. Repair turnaround times are subject to individual assessment. Equipment not received by the booked date will be allocated to the next available time slot.

Preferred date:

Quote Required:

Onsite:

Lab:

Please note: Onsite bookings are subject to availability

Completed form must be emailed to service@diatec-diagnostics.co.nz

Booking is only complete once a confirmation is sent back to you. Any equipment received without prior booking will be scheduled into the next available time slot. Bookings are based on above listed equipment only, anything in addition to this will be subject to delays.

Please notify us if you require a quote for a **purchase order**. This needs to be provided to us before the equipment can be returned.

Please enter the confirmation booking number in the space provided on this form and place in the box with your equipment.

By completing this booking form you agree to receive a summary calibration report. A full calibration report is available upon request, if required. Summary calibration reports for audiological equipment will state a next calibration due date, in accordance with convention across audiological practice in New Zealand. Please notify us if you do not want us to include the recommended next calibration due date.

Diatec

✉ service@diatec-diagnostics.co.nz

🌐 www.diatec-diagnostics.co.nz

☎ 09 279 8833

📠 09 279 8883

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