



TO: \_\_\_\_\_  
 CO: \_\_\_\_\_  
 EMAIL/FAX: \_\_\_\_\_  
 FROM: JAMES FINLEY

Return Address: ATTN: SERVICE DEPT  
 4282 Reynolds Drive  
 Hilliard, OH 43026

RETURN FORM TO: **Chrys McCoy**  
 CO: Vanner  
 PHONE: 614-771-2718  
 FAX: 614-771-4904  
 EMAIL: [CHRYSM@VANNER.COM](mailto:CHRYSM@VANNER.COM)

Service Customer – Data Collection Form  
 Please fill out and fax or email back

Date Form Completed: \_\_\_\_\_  
 Customer Name: \_\_\_\_\_

\*\*\*Invoices will be emailed if provided as part of the Bill To Address. Ensures quicker delivery.

<b>Bill To Address:</b>	<b>Ship To Address:</b>
Email: _____	Line 1: _____
Line 2: _____	Line 2: _____
Line 3: _____	Line 3: _____
Line 4: _____	Line 4: _____
City: _____	City: _____
State: _____ ZIP _____	State: _____ Zip _____
Country: _____	Country: _____
	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential

<b>Service Contact Information:</b>	<b>A/P Contact Information</b>
Name: _____	Name: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____

**Method of Payment** (Required for Non-Warranty Work – Please See Note at Bottom)  
**COPY OF TAX EXEMPT CERTIFICATE(if applicable) MUST BE RETURNED WITH FORM**

Please Select One:  Credit Card  Pre-Payment

**Purchase Order Number** (Required for Non-Warranty Work) \_\_\_\_\_  
 (Customer may provide reference number if Warranty Repair) (Subject to Prior Approval)

\*\*\*\*\* Units to be Returned for Repair \*\*\*\*\*

Model Number	Qty	DOM-S/N	Symptoms

Note: A Bench Fee of \$100 will be charged for evaluating the unit and estimating the repair cost for models not currently under warranty. Bench Fee charges will be applied towards the amount billed for the repair.  
 All transactions are subject to Vanner Inc.'s Terms and Conditions, available at [www.vanner.com](http://www.vanner.com)

**SHIPPING:** Please insure packages for cost of replacement.  
Please do not use packing peanuts, they do not protect the units from shipping damage. Include RGA # on the outside of the box.