



**Delmhorst Instrument Co.  
Service / Return Form**

Rev. 03-21

To expedite your service request, please complete and include this form with your unit(s) to be serviced.  
Normal turnaround time is approximately 10 business days.

Today's Date: _____ / _____ / _____	Company Name: _____
Account #: _____	Contact Person: _____
Tel #: (____) _____ - _____	Cell #: (____) _____ - _____
E-mail: _____	

**BILLING ADDRESS**

Address 1: _____	City: _____	State: _____
Address 2: _____	Zip Code: _____	Country: _____

**SHIPPING ADDRESS (If different from Billing Address, No PO Boxes)**

Address 1: _____	City: _____	State: _____
Address 2: _____	Zip Code: _____	Country: _____

**DEVICE INFORMATION**

Model: _____	Serial #: _____	Date of Original Purchase: _____ (If under warranty, include copy of original invoice)
Model: _____	Serial #: _____	Date of Original Purchase: _____ (If under warranty, include copy of original invoice)
Briefly Describe Problem(s):   		

**INSTRUCTIONS**

*All meters are recalibrated regardless of service performed.*

- Service: Please contact me with an estimate (the cost of non-warranty service starts at \$125)
- Warranty-service: Items are serviced and returned at no charge if shipped within the U.S. via UPS Ground

**Please indicate if either of the following is needed:**

- Letter of Certification (NIST Traceability) (\$30 NET)
- Letter of Certification with Before and After Readings (\$50 NET)

Signature: _____	Date: _____
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**Delmhorst Instrument Co.**  
**Attn: Service Department**  
**51 Indian Lane East**  
**Towaco, NJ 07082**