

## Non-PMA In house Service Request

Please complete, sign and return this request form with your Purchase Order, to: Service Manager, Huber UK, Shire Hill, Saffron Walden, Essex, CB11 3AZ. Tel: 01799-513320 Fax: 01799-513283 Email: [sservice@radleys.co.uk](mailto:sservice@radleys.co.uk)

### Purchase Order Details

Purchase Order No: \_\_\_\_\_ Authorisers Name: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Radleys Ref: \_\_\_\_\_ (Please note that work cannot proceed without an authorised Purchase Order)

### Charging Details

I will not be charged for the first thirty minutes whilst the fault is diagnosed. If after thirty minutes the fault has not been diagnosed then I will agree to pay the hourly labour rate of £115.00 plus VAT per hour up to a maximum of two hours. If after two hours the fault has still not been diagnosed I am to be contacted and further action agreed. I will pay for any consumables, refrigerant or parts not covered under warranty at full list price. I will ensure that the equipment is safe for handling and ready for repair/ service.

**Signing this agreement confirms acceptance of Radleys Charges and Terms & Conditions.**

### Customer Details

Organisation: \_\_\_\_\_ End User Name: \_\_\_\_\_

Dept: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Equipment Details

Manufacturer: \_\_\_\_\_ Date equipment purchased: \_\_\_\_/\_\_\_\_/\_\_\_\_

Model No: \_\_\_\_\_ Serial No: \_\_\_\_\_

Supplier name and address \_\_\_\_\_

Brief description of application: \_\_\_\_\_

Description of fault or service required: \_\_\_\_\_

Thermofluid used: \_\_\_\_\_ (if applicable)

External probe in use: Yes: \_\_\_\_ No: \_\_\_\_ (tick as appropriate) Type of probe: \_\_\_\_\_

List any accessories included in the return (I.E. leads, probes etc): \_\_\_\_\_

Other comments: \_\_\_\_\_

Are hazardous materials being used? (I.e. toxic / pathogenic / radioactive): Yes: \_\_\_\_ No: \_\_\_\_ (tick as appropriate)

Please describe nature of hazard: \_\_\_\_\_

**It is the customer's responsibility to ensure that the unit is fully decontaminated before any work can commence, and that a fully completed "Decontamination Certificate" is completed.** (Please note that work will not proceed without a Decontamination certificate)



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