

# Service Request Ticket

Complete and submit with all repairs



Purchase Order Number or Authorization Number \_\_\_\_\_

Company Name \_\_\_\_\_

Shipping Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

### Billing Information (If different from shipping address)

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Radio Information** Total Number of radios sent for repair \_\_\_\_\_  
*(List each radio separately for information below)*

Radio Manufacturer/Model \_\_\_\_\_

Serial # \_\_\_\_\_

Accessories sent with radio *(circle all)* Battery Case  
Antenna Mic  
Belt Clip Other (describe) \_\_\_\_\_

Reported Problem *(circle all)* Will not power on  
No receive (I can't hear others)  
No transmit (others can't hear me)  
Battery will not stay charged  
Intermittent (describe conditions) \_\_\_\_\_  
\_\_\_\_\_  
Other (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate Required? Yes No

*New customers subject to credit approval*

*Loudoun Communications accepts Visa and Mastercard*