



The ENERGY CONSERVATORY

DIAGNOSTIC TOOLS TO MEASURE BUILDING PERFORMANCE

EQUIPMENT RETURN FORM (Calibration and Repair)

TEC Customer Number (if known) _____		Date _____
Contact Name _____		
Company Name _____		
Billing Address _____	Shipping Address (if different) _____	
_____	_____	
_____	_____	
Office Phone _____	Cell Phone _____	
Fax _____	Email _____	

Product(s) being returned _____ Quantity _____

Serial # (if applicable) _____

Reason for return: Annual Calibration Repair Upgrade Possible warranty repair

If repair, please describe problems or symptoms _____

Product(s) being returned _____ Quantity _____

Serial # (if applicable) _____

Reason for return: Annual Calibration Repair Upgrade Possible warranty repair

If repair, please describe problems or symptoms _____

Product(s) being returned _____ Quantity _____

Serial # (if applicable) _____

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If repair, please describe problems or symptoms _____

2801 21st Avenue South, Suite 160, Minneapolis, MN 55407

PHONE 612-827-1117

FAX 612-827-1051

WEBSITE www.energyconservatory.com



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Return Shipping: All equipment will be shipped back using UPS Ground Service, unless indicated below. If you need expedited return shipping, check the appropriate box below (**Note:** additional shipping charges will be added to the Invoice).

- Next Day Air 2nd Day Air 3-Day Select

*** Please package your equipment carefully to eliminate shipping damage. If shipping a Blower Door fan, we recommend that you use an original shipping box along with the original packing (if possible).

Ship all equipment along with this form to:

**The Energy Conservatory
2801 21st Avenue S, Suite 160
Minneapolis, MN 55407
Attn: Repair/Calibration**

Form of Payment:

- Send Invoice – Use Purchase Order No. _____ Check enclosed _____
 Visa/MasterCard _____ Exp _____

Additional Comments:
