

Repair Authorization Form



RA# _____
(provided by Compu-Phone)

REPAIR INSTRUCTIONS:

- * Please include this form with your phone.
- * RA# should be prominently displayed on the outside of the box or it will be refused.
- * Please include all parts with your phone (including handset).
- * If all parts are not provided, Compu-Phone will provide the missing parts and bill for them.
- * Please allow 14-30 days for repair.

NOTE: Repair Authorization is valid for 30 days.

For Office Use Only	Company Name:
	Account Number:
Processed By:	Ship To Address:
Date Received:	City: State: Zip Code:
Repair Details	Requested By:
	Email:
	Phone: Fax:

Part #	What's Wrong with It?

Please ship equipment to the following Address:

**Compu-Phone Voice & Data, Inc.
Attention: Equipment Repair
324 Grand Avenue
Brooklyn, NY 11238**

Return Shipping Costs May Apply

**BE SURE THAT RA#
IS PROMINENTLY DISPLAYED
ON THE OUTSIDE OF THE BOX.
Boxes without RA# will be refused**

INSTRUCTIONS:

Completed form should be emailed to bench-repair@compu-phone.net or faxed to (718) 230-9200.
Compu-Phone will email or fax the RA#.