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SERVICE CONFIRMATION FORM

Particulars of Customer:

Company:
 Contact:
 Tel No.:
 Fax:
 e-mail:
 Date:

NOTES:

Physical Address:

Postal Address:

Payment Method: **COD**

Particulars of the machine to be serviced/repared:

Model: _____

Brand: _____

Type: Printer Fax Machine Copier Multi-Functional Device

Service Required: Regular Serv Repair ISS Warranty Repair HP Warranty Repair

Description of Problem:

Terms & Conditions: ALL JOBS WILL ONLY BE DONE ON COD BASIS UNLESS OTHERWISE ARRANGED.

- Only R250.00 exc. VAT will be charged for a carry-in regular service/ R300 exc VAT will be charged for on-site regular service.
- R200.00 exc. VAT will be charged for any machines that are collected, assessed, delivered or a quote that has been rejected

- Only R850.00 exc. VAT will be charged for a regular service on plotters.
- Your call will only be attended to if we have received this document completed and signed.
- Your request will be completed a.s.a.p, but due to unforeseen circumstances where parts have to be imported it may take longer then expected.
- C.O.D clients will be asked to pay all moneys due on completion of repairs or services.
- All of our prices are exclusive of VAT
- Please fax to 0866 585 083

Acceptance of Conditions

I, _____, warrant that I am duly authorized to instruct or request ISS C.C. to carry out repair/service work on behalf of _____. I also hereby confirm that I have read and understand the conditions on which work is carried out.

Signature: _____ Position: _____ Date: _____