SI.ECF-13 06/2022

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Equipment Check-In Form

Date:	**PO #**
Bill To	**Ship To** ☐ Billing Same as Shipping
Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact: _____ Phone: _____ Email: _____	Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact: _____ Insure Equipment: ☐ Yes ☐ No Amount of Shipping INS upon return: $ _____.____

Notes:

Completed By:

Estimated Turn Around Time is 2 Weeks from Check In Date

Unit	**Separate Pickup**	☒
1. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
2. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
3. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
4. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
5. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐

Total Units: _____
Page ____ of ____

Sign: _____
Print: _____

6. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
7. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
8. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
9. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
10. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
11. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
12. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
13. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
14. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐
15. **Mfr:** _____ **Model:** _____ **SN:** _____ **2nd Unit - Model :** _____ **SN:** _____ Notes: _____ Accessories: _____ ☐ Estimate ($110 flat rate fee) ☐ Repair ☐ Calibration (No Paperwork) ☐ Certification ☐ Data	Date: ___/___/'22 Name: _____ Initials:	☐