

Step 1: Review Contact Information

* Customer Name: _____ * Customer Account #: _____
Job Name: _____ * Customer PO #: _____
* Ship from Address: _____ * Phone #: _____
_____ * Fax #: _____
City: _____ State: _____ Zip: _____ * Email: _____
* Job Site Contact: _____ Cell #: _____

Step 2: Equipment & Problem Description

* Machine Type: _____ Serial #: _____

* **Description of Problem:**

Step 3: Get Shipping Instructions

Contact your RHFS Rental Center :

Contact Person - **Arshid Khodai** at
818-972-5883, akhodai@rhfs.com
or at rental@rhfs.com to receive detailed
shipping instructions

- 2 hours of labor at \$80.00/hr plus freight both ways will be charged if customer decides not to repair.
- All machines must be returned freight prepaid.
- Any shipments that arrive without the proper paperwork or freight collect are subject to refusal and returned to the shipper at your expense.

Step 4: Sign and Date Return Form

Customer Signature: _____ Printed Name: _____
Customer Phone #: _____ Customer Email: _____
(If different from above) (If different from above)
Date: _____

* **Required Information**

This completed form must be returned with the equipment to be repaired to ensure proper handling