



500 Old Country Road, Suite 105, Garden City, NY 11530

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www.1strun.com

**ATTENTION CUSTOMERS: PLEASE FILL OUT FORM IN FULL AND RETURN IT WITH YOUR SCANNER.
WE CANNOT COMMENCE DIAGNOSTICS WITHOUT IT!!**

Company Name:	Contact Name:
Address:	Phone:
City/State/Zip:	Alt Contact:
Fax:	Alt. Phone:
Email:	

Problem being experienced with unit _____

PLEASE DO NOT PACKAGE DEVICES IN BOXES WITH PEANUTS WITHOUT FIRST BAGGING THE UNIT. THIS MAKES THE REPAIR LONGER AND A DEEP CLEANING **CHARGE OF \$25 MAY BE INCURRED.** IF UNITS NOT WELL PACKAGED, WE WILL PROVIDE PACKING MATERIALS FOR YOU THOUGH THERE WILL BE AN **ADDITIONAL CHARGE.** ALL REPAIRS MUST BE PAID FOR WITH A VALID CREDIT CARD UNLESS OTHERWISE PRE-APPROVED. YOU WILL RECEIVE AN ESTIMATE PRIOR TO ANY PARTS REPLACED. IF YOU OPT NOT TO HAVE THE SYSTEM REPAIRED YOU ARE ONLY RESPONSIBLE FOR THE DIAGNOSTIC FEE.

CREDIT CARD INFORMATION:

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Billing Address:
Name on Card:	City, State, Zip:
Card #:	Exp Date: Security Code:

Cardholder's signature: X _____

REPAIR ITEM CHECKLIST (CHECK BELOW THE ITEMS BEING SHIPPED WITH THE UNIT.)

Manufacturer/Model:	Serial #:
On-site Repair: \$ Plus Parts <input type="checkbox"/>	Depot Repair: \$ Plus Parts <input type="checkbox"/>

****BELOW TO BE FILLED OUT BY 1st Run ONLY****

Logged in by:	Assigned to:
Date In:	Date Out:
Repair Type (Check one): <i>Contract</i> / <i>Warranty</i> / <i>Billable</i>	

IN	FOR SCANNERS ONLY	OUT
	POWER CORD	
	USB CABLE	
	INPUT TRAY	
	OUTPUT STACKER	
	SHIPPING BRACKET	
	USER'S MANUAL/ SET UP CD	
	OTHER ITEMS (LIST BELOW)	

IN	FOR CANON MFP ONLY	OUT
	TONER CARTRIDGE (Mandatory)	
	POWER CORD	
	USB CABLE	
	INPUT TRAY	
	OUTPUT STACKER	
	PHONE CABLE	
	USER'S MANUAL/ SET UP CD	
	OTHER ITEMS (LIST BELOW)	

Original Packaging: Yes No / **Box Provided:** Yes No / **Box Condition:** *Good* [1] [2] [3] [4] *Bad*

Repair information / Notes to Customer: _____

