



Please include completed form in printer box.

Contact: _____

Company: _____

Shipping Address: _____

City, State Zip: _____

Phone: _____

Email: _____

Briefly Describe Recent Issue(s):

Shipping Recommendations

Ship in original packaging

- If unable to ship in original packaging please send in a box with ample space and use bubble wrap or air bags for packing.
- Do not use shredded paper or peanuts as packing material. These items will get into the printer during shipping and incur an additional cleaning fee.

Remove from printer and include within box:

- Supplies (Cards, Ribbon, Film, Laminate, etc...) Any supplies not shipped with the printer will incur an additional bench fee for testing.
- Card Weights (if applicable)
- Cleaning Spindle/Roller

Additionally include the following:

- Supply cartridges (if applicable, leave installed in printer)
- Printer cables (power cord, data cord, external power supply)
- Sample of bad cards (if applicable)