



QCS / IES Corporation
 2324 SE 11th Ave., Portland, OR 97214
 800.541.0852 office@iescorp.com

Balance / Scale Repair Initiation Form

Please complete this form and return it to QCS / IES along with the balance or scale you are sending in for a repair estimate.

Customer:

Instrument:

Company: _____
 Contact: _____
 Email: _____
 Fax: _____
 Phone: _____

Item: Balance / Scale
 Make: _____
 Model: _____
 Serial Number: _____

Return Shipping Address:

Accessories: sent with instrument.

Street: _____
 City: _____
 State: _____
 Zip: _____

- Power Cord
- Pan
- Pan Support
- Draft Shield
- Power Adapter
- Manufacturer's Box
- Travel Case
- Other _____

Briefly describe the problem with the instrument:

Packing Instructions:

- Remove pan & pan support (see picture)
- Remove draft shield (if possible) DO NOT send with instrument
- Wrap the instrument in at least 6" of bubble-pack
- Place in sturdy box surrounded by another 6" of padded shipping material
- Wrap pan, pan support & any accessories in bubble-pack and place in box

Ship To:

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