OFI Testing Equipment, Inc.
11302 Steeplecrest Dr. Houston, Texas 77065 Phone 832.320.7300 Fax 713.880.9886 www.ofite.com

Service Request Form

Thank you for allowing us the opportunity to service your equipment. Please answer the questions below to receive a quotation for onsite services.

Please communicate any changes to the Customer Service Director well in advance of the scheduled service dates.

Section 1: Company Information

Name of Company:	
Addresses where service will be performed:	
Contact Name:	
Contact Number:	
E-Mail Address:	
Closest Airport to Service Location:	
Distance from Airport to Service Location:	
Preferred Start Date:	
Preferred End Date:	

Additional Information

Title:	Service Request Form	Revision Date:	09 May 2022
Created By:	SW	Approved By:	MA

OFI Testing Equipment, Inc.
11302 Steeplecrest Dr. Houston, Texas 77065 Phone 832.320.7300 Fax 713.880.9886 www.ofite.com

Service Request Form

Section 2: Equipment List

Please answer in detail. Our technician will do their best to service all laboratory equipment, but due to time and spare parts constraints, **the technician will only be responsible for servicing equipment listed below.**

Part # (Serial Tag #)	Serial Number	Service Type	Full Description of Issues	When did Issue Start?
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		

Continued On Next Page

Title:	Service Request Form	Revision Date:	09 May 2022
Created By:	SW	Approved By:	MA

OFI Testing Equipment, Inc.
11302 Steeplecrest Dr. Houston, Texas 77065 Phone 832.320.7300 Fax 713.880.9886 www.ofite.com

Service Request Form

Section 2: Equipment List

Please answer in detail. Our technician will do their best to service all laboratory equipment, but due to time and spare parts constraints, **the technician will only be responsible for servicing equipment listed below.**

Part # (Serial Tag #)	Serial Number	Service Type	Full Description of Issues	When did Issue Start?
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		

Continued On Next Page

Title:	Service Request Form	Revision Date:	09 May 2022
Created By:	SW	Approved By:	MA

OFI Testing Equipment, Inc.
11302 Steeplecrest Dr. Houston, Texas 77065 Phone 832.320.7300 Fax 713.880.9886 www.ofite.com

Service Request Form

Section 2: Equipment List Continued from Page 3

Please answer in detail. Our technician will do their best to service all laboratory equipment, but due to time and spare parts constraints, **the technician will only be responsible for servicing equipment listed below.**

Part # (Serial Tag #)	Serial Number	Service Type	Full Description of Issues	When did Issue Start?
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		
		☐ Calibration ☐ Installation ☐ Maintenance ☐ Repair ☐ Training		

Title:	Service Request Form	Revision Date:	09 May 2022
Created By:	SW	Approved By:	MA