

Radio Repair Order Form

Gavin G. Rowatt
B & W Communications, Inc.
16021 Valley View Ave.
Santa Fe Springs, CA 90670
562-921-2067
growatt@bandwcommunications.com

Company: Temple City USD
School: Insert School Name Here
Date:
Address: 5212 N. Encinita Ave. Temple City CA 91780
Contact: Diana Vasquez
PO#
Phone #: (626) 548-5111 Email Address: purchasing@tcusd.net

Radio Type	Serial #	Battery Included	Antenna Included	Clip Included	Problem
<i>Vertex Standard</i>	<i>1D040262</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>(DURDEN) Battery is dead. Please service and replace battery as needed</i>

- Fill out form specifically detailing reason for repair. (Purchasing to insert PO#)
- Attach form to a requisition
- Send both forms and radio to Diana Vasquez in Purchasing

Please expect two weeks to a month turn around for repair of radio