PACKING SLIP FOR RETURNED (UNDAMAGED) EQUIPMENT

Please include ALL PARTS of this item when returning for repair.

Type of Equipment: _____

Barcode #: _____

Serial #: _____

Student name: _____

TVI name: _____

Are all parts of this equipment included? YES NO

If no, please list the items missing _____

_____

_____

_____

Please contact OTMC if you are not sure of how to send item back. Most items must be insured when mailing, and cannot be sent FREE MATTER. (braille writers are the exception)