



NovitaTech Assistive Technology

REQUEST FOR SERVICE

Deliver to: **ASSISTIVE TECHNOLOGY REPAIR WORKSHOP**
Novitatech Regency Park
171 Days Road, Regency Park SA 5010
Tel: (08) 8243-8335
Fax: (08) 8243-8337
Email: _assistivetech@novita.org.au

Please use Registered Mail to return your equipment for repair.

BEFORE SENDING EQUIPMENT, please phone (08) 8243-8335 for a Return Authorisation Number RA# _____

Date: _____
Requestor's Name: _____
Phone Number _____ Fax Number: _____
Equipment Type: _____ Serial #: _____
Name of contract person who can describe fault: _____
Phone: _____
Users Name: _____
Is the user dependent on this device? (Tick one) Totally Partially Has an alternative

THE FAULT IS: (please provide a description of the fault) _____

Send Invoice / Charge Account to: (Tick one box only)
 New Product Warranty Please state purchase date/...../.....
 Repair Warranty Device was repaired by us within the last 3 months.
 Paying Customer Person responsible for payment to complete the information below

Paying Company / Customer Name: _____
Postal / Street Address: _____

Customer Signature to authorise repair: _____ **Phone:** _____

Please tick if a quote is required. (Minimum charge for a quotation or repair is \$50.00)

Please deliver the repaired device to:
Company / Customer: _____
Street Address: _____
Suburb/Town: _____
||

*** Please list all items sent in:

Office Use Only:		
Date Received:	Job No:	
Contract Review	Initial	Date
Job clearly defined		
Workshop capacity adequate		

ABN: 53 137 537 626



NovitaTech Regency Park PO Box 2438, Regency Park SA 5942
Phone: 1300 85 55 85 (local call rate) **Fax:** (08) 8243-8337
Web site: www.novitatech.org.au/at **Email:** assistivetech@novita.org.au

NovitaTech Regency Park (formerly Regency Park Rehabilitation Engineering)
is a division of Novita Children's Services (formerly the Crippled Children's Association of SA Inc)