

Repair Request Form

Date	
Requestor	
Email	
Phone	

Bill To:

Contact	
Company	
Address1	
Address2	
City	
State	
Zip	
Phone	

Ship To:

Contact	
Company	
Address1	
Address2	
City	
State	
Zip	
Phone	

Return Shipping Method:

Select	<input type="checkbox"/> UPS <input type="checkbox"/> FedEx
Acct #	
Return	<input type="checkbox"/> Next <input type="checkbox"/> 2 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> Grd
Comments	



990 Lone Oak Road, Suite 114
 Eagan, MN 55121-2226
 Direct: 651.209.3140 • Fax: 651.209.3145
 Toll Free: 800.521.3757



RMA #	
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Qty	Item/Model	Serial Number	Problem/Description

If you would rather send an internal PO – that is fine (vs. filling out this form).

If you would like us to use your account information please supply with service requested otherwise we'll bill freight and add to invoice.

Please print a copy of the RMA and keep the tracking # for your reference.

If you have any questions please call or email:
800.521.3757

Kelly Erickson
Kerickson@accesspos.com

Tim Kalbler
TKalbler@accesspos.com

Safety & Shipping Directions

- Please include all cables, batteries or power supplies with unit in the event that the issue is cable or power related.
- If you have an administrator name and/or password information for your device(s), please include for troubleshooting and quality testing purposes.
- Please over-box your products/units in shipping and make sure they are properly secured and have the required packaging materials.
- Please send equipment to our shipping address below.

Access POS, LLC
Attn: Repair
990 Lone Oak Road
Suite 114
Eagan, MN 55121 USA
Phone: 800-521-3757



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