

Date: _____

TO MINIMIZE DELAYS – PLEASE INCLUDE A HARD COPY OF THIS COMPLETED FORM WITH THE
SHIPMENT AND EMAIL TO INFO@HI-Q.NET

Ship all items to: **HI-Q Environmental Products Co, 7386 Trade St. San Diego, CA 92121, USA**

Phone: 858-549-2820

Email: info@hi-q.net

Select Reason for Shipment: ☐ Recalibration Request ☐ Repair/Service (HI-Q RMA# _____)

Return Ship To Address: _____ **HI-Q Representative** _____

Organization: _____
Street: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact: _____ Title: _____
Phone: _____ Email: _____

Bill To Address: ☐ Same as Ship To Address

Organization: _____
Street: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact: _____ Title: _____
Phone: _____ Email: _____

Calibration Certificate Made Out To: ☐ Same as Ship To Address ☐ Same as Bill To Address

Organization: _____
Street: _____
City: _____ State: _____ Zip: _____ Country: _____

Payment Information:

Payment Type: ☐ Purchase Order (# _____) ☐ Credit Card (☐ Visa ☐ MC ☐ AMEX)
Card # _____ Expiration Date: _____
Name on Card: _____ CVV: _____
Organization Name on Card: _____

Billing Address Same as: ☐ Ship To ☐ Bill To

Billing Address: _____

Shipping Instructions: (If not specified, HI-Q will ship order UPS Ground, Prepay, & Add the charges to invoice.)

UPS	<input type="checkbox"/> (Overnight)	<input type="checkbox"/> (2 nd Day)	<input type="checkbox"/> (Ground)	Bill Senders Account # _____
FedEx	<input type="checkbox"/> (Priority)	<input type="checkbox"/> (2 nd Day)	<input type="checkbox"/> (Standard)	Bill Senders Account # _____
DHL	<input type="checkbox"/> (Priority)	<input type="checkbox"/> (2 nd Day)	<input type="checkbox"/> (Standard)	Bill Senders Account # _____

Additional Notes:

Note To Customer: To prevent shipping material from migrating into the calibration device or air sampler, please seal all inlets and outlets of the device. Using a plastic bag should suffice. Ensure that each device in shipment is packed properly to mitigate any shifting in package while in transit. If using a Purchase Order #, please include a copy with this completed form.

Packing List

~ PLEASE INCLUDE A HARD COPY OF THIS COMPLETED FORM WITH THE SHIPMENT
AND EMAIL TO INFO@HI-Q.NET ~

Organization: _____ **Contact Name:** _____
RMA # _____ **Contact Email / Phone:** _____
(RMA # N/A for re-calibrations.)

Please provide the following information for each item in shipment:

Item	Model Number	Serial Number	(HI-Q USE ONLY) Item Check-In	(HI-Q USE ONLY) Inspection Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Additional Notes:*** HI-Q Use Only ***

Incoming Checklist	Details
Damage to Packaging	
Improperly Packaged	
Markings Illegible	
Labels Illegible	
Dents/Scratches Present	
Missing Parts	
Damage to Contents	
Dirty	

Receiving Department Notes:**Unpacked By:***HI-Q Receiving Department Stamp:***Date Unpacked:**