

- The following page includes a label on the top half of the page and a form on the bottom half.
- If you wish, you can use the top half of the page as a shipping label. You should print it on a label or cover it with clear packing tape so that it cannot easily be torn from the package.
- If you have any questions, please call us at (304) 291-3522. If you have not already done so it is a good idea to contact us before sending cameras for repair.
- We will contact you when the repair is done to arrange for payment and return shipping. We accept VISA, MC, AMEX, Discover, PayPal, checks, & MOs.
- Please fill in the information below so that we can contact you. Providing us with information about the problem you are experiencing and any previous communication you have had with us will help us provide the best service possible.
- We normally contact customers by calling the daytime phone #. Let us know if you would prefer that we contact you via email or leave a message at an alternate phone number.
- List any estimate you received over the phone or obtained from our website. You could also request that we contact you if the repair will exceed a specific dollar amount.
- List any accessories included. We ask that you include a battery with your camera if it is a rechargeable type. We have batteries for most of the models we receive, but we may not have battery for your camera. There are dozens of different types of rechargeable batteries used in digital cameras and we cannot keep all of them on hand. We have test media for all cameras, so you do not need to include a media card. If you do choose to include one, we request that you remove any of your personal photos.
- Rush service puts your camera ahead of others waiting for repair. The service time is one or two working days (assuming we have the necessary parts in stock). It is NOT guaranteed, but we do not charge for it unless we can complete the repair within two working days. We do our best to meet your needs.

From:

MCVR
Morgantown Camera & Video Repair
641 East Brockway Ave.
Morgantown, WV 26501

Name: _____

Daytime Phone #: _____

Address: _____

Alternate Phone #s: _____

Email Address: _____

Estimate Received: _____

Make: _____

Serial #(s): _____

Model: _____

Repairs requested: _____

Accessories included: _____

Rush Service Requested at an additional charge of \$16.00? Yes _____ No _____

Comments or Special Requests: _____