

IPS - Walk-In Repair Form

2813 East High Street, Sanatoga, PA 19464

p: 610.323.2913 ipsLaserExpress.com



Customer Information

Name _____ Address _____

Phone _____

E-mail _____

Machine Information

Make _____ Model _____

Serial # _____ ID # _____

The following items are being submitted with the machine:

____ Toner Cartridge/s ____ Ink Cartridge/s ____ Drum Unit ____ Power Cord ____ Printer Cable ____ Paper Tray/s

____ Other _____

Warranty

Machine is under warranty: ____ Yes (Proof of purchase attached) ____ Yes (no proof attached) ____ No

Estimate

Please notify me with the estimate via: ____ phone ____ e-mail

Payment Method

____ Cash

____ Credit Card Card Type _____ Card # _____

Exp Date _____ VIN _____

Amount Due Today (PAID)

\$70 (This includes a \$45 non-refundable diagnostic fee + \$25 disposal fee*)

Labor = \$75 (Labor fee does not include parts.)

**Disposal fee will be refunded if you do not wish to repair your machine and you pick up the machine within 30 days. The disposal fee will not be refunded if you do not wish to repair your machine or if you do not pick up your machine with 30 days.*

Customer Signature / Date _____ Date _____

IPS Signature / Date _____ Date _____