



Mail-In Repair Request

Please Print And Include A Copy With Your Equipment

Ship Your Equipment To:
General Communications, Inc.
Attn: Service Department
2880 Commerce Park Drive
Madison, WI 53719

Contact Us With Any Questions:
Phone: (608)271-4848
Toll Free: (800)356-3200
E-mail: service@gencomm.com

All items should be packed to assure no damage is incurred during shipping. Please insure packages and avoid shipping methods or carriers that do not provide tracking. General Communications is not responsible for damage incurred during the shipping process or for packages shipped to, but not received by General Communications. For warranty consideration, each item must be accompanied by a dated proof of purchase. Warranties apply only to original purchaser and are not transferable in most cases.

* Please fill in as much information as you can. The more information you provide the faster we can process your repairs.

Billing/Contact Information

First/Last Name: _____
Company/Depart: _____
Address: _____
City/State/Zip: _____
E-mail Address: _____
Contact Phone: _____
Contact Method: _____
Sales Representative: _____

Shipping Information

Ship To Name: _____
Ship Attn To: _____
Address: _____
City/State/Zip: _____
Return Shipping: _____

Additional Information

Purchase Order Number: _____
Estimate Needed: _____
Do You Have A Service Contract With Us? _____

_____ **If Over** _____

General Comments

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608)271-4848 / (800)356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262)439-2000 / (800)546-9468



Please list each piece of equipment separately.

Equipment List

Equipment Make: _____	Won't Turn On	Poor Range
Model Number: _____	Won't Turn Off	No/Low Volume
Serial Number: _____	No Transmit	Display Not Working
Equipment Condition: _____	No Receive	Not Holding A Charge
Date Of Purchase: _____	Static Transmit	Vibrator/Alert Not Working
Accessories Included: _____	Static Receive	Falsing
	Program Unit	Check Operation

Detailed Description Of The Problem:

Equipment Make: _____	Won't Turn On	Poor Range
Model Number: _____	Won't Turn Off	No/Low Volume
Serial Number: _____	No Transmit	Display Not Working
Equipment Condition: _____	No Receive	Not Holding A Charge
Date Of Purchase: _____	Static Transmit	Vibrator/Alert Not Working
Accessories Included: _____	Static Receive	Falsing
	Program Unit	Check Operation

Detailed Description Of The Problem:

Equipment Make: _____	Won't Turn On	Poor Range
Model Number: _____	Won't Turn Off	No/Low Volume
Serial Number: _____	No Transmit	Display Not Working
Equipment Condition: _____	No Receive	Not Holding A Charge
Date Of Purchase: _____	Static Transmit	Vibrator/Alert Not Working
Accessories Included: _____	Static Receive	Falsing
	Program Unit	Check Operation

Detailed Description Of The Problem:

Madison

2880 Commerce Park Drive
Madison, WI 53719
(608)271-4848 / (800)356-3200

Milwaukee

N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262)439-2000 / (800)546-9468