# **ANNUAL RECERTIFICATION BOOKING FORM - 2023**

Please complete all aspects of this form to help us make your service as fast and efficient as possible.

## **Annual recertification includes:**

* Disassembly, clean, lubrication and reassembly
* Shackle and pin replacement (as applicable)
* Full inspection of all components by a qualified technician
* Safety test
* Certification badge

## **Booking your recertification:**

Fully complete the below Booking Form and email it to us at: service@headrushtech.co.uk

* Once your booking form is received, we will contact you to schedule the recertification
  + PLEASE NOTE: your recertification is not confirmed until we acknowledge the appointment
  + Failure to supply units on the agreed date, may incur cancellation charges
* Print out a copy of this booking form for each booking and include it in the original box
  + Please remove older shipping labels and contact information
  + Ensure devices are cleaned of any significant dirt/ soiling – a cleaning fee of 30.00 plus VAT per unit will be added to your invoice, if extra cleaning is required
  + Units MUST be shipped in the original packaging box, if you require new boxes, please contact us to purchase
  + We cannot return units in non-authorized packaging

## **Replacement Parts:**

Replacement part(s) cost is not included in the recertification fee and will be added to your invoice.

* In accordance with the manufacturer’s guidelines, we cannot return faulty devices
* We are required to replace any components which do not meet safety standards, the cost of replacement will be added to the invoice
* Customer replacement of worn tapes is possible, upon request – please note this on the below booking form
* The cost of replacement tape and other replacement parts are available upon request

## **Shipping:**

Standard UK Mainland next day service, (tracked / insurance) cost is 32.00 plus VAT for collection and return – our preferred couriers are APC and DPD, and you will receive travelling / delivery information for your convenience.

* Units **must** be packed in their original boxes
* Remove old labels and contact information
* Shipping labels and addresses / contact **MUST** be on EACH box
* If you wish to arrange shipping, please indicate this on the booking form
  + If arranging your own transport we do not accept any liability for any aspect of the transport process, including loading and/or unloading
* Missed / refused collections will be charged at 15.50 plus VAT
  + Courier drivers have the right to refuse unsuitable packaging
* **Service Centre and Shipping Contact:**
* Head Rush Technologies UK - 67 Sorby Street, Sheffield S4 7LA
* E: service@headrushtech.co.uk
* T: 01143 211790

## **Billing:**

Supplier account set-up, Purchase Orders, and Pro-forma invoice reequipments must be noted on this booking form.

* Billing / Account Contact:
  + E: finance@headrushtech.co.uk
* T: 01143 211790

We are NOT authorized to return a device to its owner with defective or worn parts.

We appreciate your understanding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPANY NAME |  | | | |
| CONTACT NAME | MAIN: | | BILLING (if different): | |
| TELEPHONE # | MAIN: | | BILLING (if different): | |
| EMAIL | MAIN: | | BILLING (if different): | |
| ADDRESS | COLLECTION: | DELIVERY (if different): | | BILLING (if different): |
| P.O. (if required) |  | | | |
| VAT NUMBER |  | | | |

I accept billing for the annual service maintenance as well as the legally required changing of certain internal pieces determined necessary by our certified technicians:

NAME:       POSITION:

|  |  |
| --- | --- |
| **DEVICE INFORMATION** | |
| TOTAL NUMBER OF DEVICES |  |
| COLLECTION REQUIRED | PLEASE SELECT OPTION |
| Any instructions for courier, including time requirements/opening times |  |
| REQUESTED COLLECTION DATE  (This will need to be agreed before confirmation) | 13/02/2023 |

DATE: 13/02/2023 SIGNATURE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEVICE 1 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 2 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 3 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEVICE 4 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 5 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 6 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 7 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 8 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 9 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 10 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 11 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 12 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 13 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 14 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 15 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |

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| DEVICE 16 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 17 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 18 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 19 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 20 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 21 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 22 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 23 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 24 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 25 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 26 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |
| DEVICE 27 | PLEASE SELECT MODEL | SERIAL NUMBER: |  | SERVICE REQUIRED | PLEASE SELECT SERVICE |
| ANY ADDITIONAL INFO: |  | | | | |