



# SARGENT

## Repair Order Form

To place a repair order please follow these instructions carefully.

Discuss your repair with our technical team before placing an order. Contact number is 01482 678981.

Print a copy of this form / address label. If you do not have printing facilities then please write the fault details, order number and address details clearly on plain paper.

Place your order on our web shop and make the appropriate payment. If you require collection of your item, please remember to add 'pick my product up' to your order. If you are outside the UK please also add the relevant delivery surcharge (see shop for products / delivery surcharge).

After you have placed your order you will receive a confirmation email stating your order number. Please enter your order number in the spaces provided on this form and address label. It is CRITICAL that this number is provided otherwise your repair may be lost / delayed.

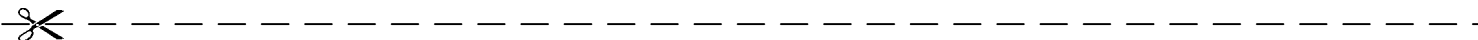
Enter brief details of the fault here.

Enter Order number here.

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Attach the top half of this form to your item, then pack the item securely and attached the address label to the outside. If you have ordered collection of your item then we will contact you to arrange this.



Repair Address Label

**Sargent Electrical Services Ltd.**  
**Paid Repair Department**  
**Unit 39, Tokenspire Business Park**  
**Beverley**  
**East Yorkshire**  
**HU17 0TB**

Order Number

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