



Advanced Poly-Packaging, Inc.

1331 Emmitt Road • Akron, OH 44306 • 1-800-754-4403 • fax 330-785-4010 • www.advancedpoly.com

Return for Repair Form (to be completed by the customer)

In order to ensure quick and accurate repair of your machine, please provide the following information:

Company Name:		
Address:		
Contact Name:		
City:	State:	Zip:
Phone:	Email:	
Machine Model:	S/N:	

Reason for Return:	Comments:
Repairs	
Refurburbish	
Modification	
Other	

When the form is completed, please ship your machine to:

Advanced Poly-Packaging, Inc. (Machine Division)
Attn: Service Department (Incoming Inspection)
220 Ascot Parkway (Dock 1)
Akron, OH 44223

Work to be performed by APP Personnel:

- Uncrate the machine
- Inspect the machine using APP Incoming Inspection Form
- Send a Quote to the Customer, which is an estimate of the repair based on our initial (basic) troubleshooting procedures
- APP will require a "go ahead" on the original Purchase Order, or a new PO based on the estimated repair
- Crate the equipment. APP will return the equipment in the same receiving crate unless it is insufficient to protect the equipment, or is damaged.

