

Metroline Repair Order

RMA No. _____

IMPORTANT INSTRUCTIONS FOR REPAIRS

1. After you have processed your repair order online, please print a copy of it.
2. Print this form and write your order number in the upper right hand of this page.
3. Fill in your 'Contact Info' to the right.
4. Complete the information on Page 2 of this form. This will aid our technicians in performing a timely repair. You can use the example below as a reference.
5. Ship your repair order to:

METROLINE REPAIR DEPT.
 2250 MEIJER DRIVE
 TROY, MI 48084

Your Contact Info:

Company

Name

Address

City, State Zip

Phone Number

EXAMPLE

Items for Repair

Qty.	Description
1	Partner MLS-18D
Known Problems:	
Static in speaker, number buttons work intermittently	

↓ For Internal Use Only ↓

Rcv.	Intials
1	JS
Repair Tech Notes:	
Faulty speaker - replaced. Defective polyflex - polyflex circuit replaced.	

VERY IMPORTANT: Remember to place this completed form and a copy of your online order inside the box (preferably on top of the equipment so that it is easily recognized by our receiving dept. when your package is opened).

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Items for Repair

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Qty.	Description
Known Problems:	
Known Problems:	
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Rcv.	Intials
Repair Tech Notes:	
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