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Repair and Return Request Form (RRR Form)

IMPORTANT RRR PROCEDURES

1. Complete this Repair and Return Request Form with item detailed problem's
2. The request will be responded within 24 hours (working day)
3. Pack item properly and attach with the copy of request form
4. Mark RRR Number clearly on outside of packing box
5. Ship to the above address.

SPECIAL INSTRUCTIONS

1. **Backup all data prior to return for repair, if needed. We shall not be liable for any data loss once products return for repair. X-Gen Systems will not take any responsibility for loss or damage packaging**
2. Lack of complete detailed information may delay your item's repair and return.
3. The RRR number is valid for 30 days from the date of issue.
4. Keep tracking# and RRR# for shipment checking purpose.
5. **Any special shipping requirements MUST be stated on this form.**
6. **ALL QUESTIONS AND CONCERNS MUST BE DIRECTED TO X-GEN SYSTEMS ONLY 832 367 1372**

*****Required Information:**

Company Name: _____
 Address: _____

 City: _____ State: _____ Zip: _____
 Country: _____
 Phone: _____ Fax: _____
 Email: _____
 Contact Person: _____

For RRR Department Use Only

RRR#: _____
 Issue Date: _____
 Total Pieces _____
 Order #: _____

Serial Number & Description	Problem (Detailed)

Please write additional equipment on reverse indicate by checking here

Special Instructions: