

Appointment Request Form

Visitors to Anaheim Automation must have an appointment to meet with a member of the sales, marketing, purchasing or technical staff. This policy applies to all customers, vendors and prospects. If a customer has a product in need of repair, it may be dropped off with our receptionist or receiving clerk. Please fill out this form, and the receptionist will forward your request to the most appropriate employee.

The requestor will be notified by phone, fax, or email with the appointment confirmation within 36 hours. Thank You!

	Compan	y Information – please provide information	on below								
Contact Name:	•		Title:								
Company Name: Address: City/State/Zip:			Today's Date: Dates Available: Best Time to Call:								
						Phone: Ext.: Cell:			Fax Number:		
						Company's Web Site:			Email:		
Briefly de	escribe vour reaso	on for this appointment request: please	check all th	at apply							
		Customer Classification:	Current Customer:								
Current Supplier to Anaheim Automation Prospective Supplier to Anaheim Automation		User Account – Need Tech HelpStudent /Teacher (class project) Need Tech HelpHobbyist – Need Tech HelpExisting OEM Customer – Need Tech HelpProspective OEM Customer - Need Tech Help	Need to Purchase Product as soon as possibleReturn/Repair/Replacement, with a RMA#								
			Return/Repair/Replacement, but do NOT have a RMA assigned (see box below)								
RMA# REQU	JEST (Return Mate	erials Authorization) – please use one line t	for each produc	ct returned							
Model Number		Description of Problem		Serial Number	Date Code						
	NOTE: F	Repairs are typically completed in approxim	nately 10 busi	ness days.							
		e line for each part number ordered – P.O	. #								
Model Number	Desc	ription of Product – such as motor, driver, controller		Quantity	Req. Date						
Payment VISA or MasterCard Numbe		tions – please choose from options below Name on card:	V	Expiration	n Date:						
COD: Check TaxableR	EstablishedNet 30 Account desale - Form on File	Shipping:UPS or FedEx:Ground	d1-Day2	2-Day3-Day	Will Call						
If different than the Ship To	information, provide Bi	lling Address:									