

Litre Meter Limited, Hart Hill Barn, Granborough Road, North Marston, Buckinghamshire, MK18 3RZ

Litre Meter Equipment Return To Factory Form

To protect the health of our workers and to conform to current Health and Safety legislation, it is necessary for us to obtain the following information from your company.

Please fill in the following fields in this form if you are returning any equipment back to our factory. We require this form to be filled out and attached externally on any package/s containing equipment that is being returned to our factory for any reason, including repair and recalibrations.

Company:	Date:
Address:	Quote Ref: (where applicable)
	Equipment Being Returned:
Contact Name:	Requested Action To Be Taken:
Tel. No.:	
E-mail:	Re-delivery Date Required:

Application Specifications and Details:

Please advise and detail the fluid of measurement. If the enclosed equipment has been in contact with any hazardous chemicals or materials please specify materials/chemicals, concentrations, and detail any safety precautions that are required to observe while handling such chemicals or materials. <u>Externally attach available COSHH sheets where applicable.</u>	
Has the enclosed equipment been cleaned / decontaminated since the last time it was used? If the equipment has not been cleaned a charge will be incurred. Please detail this procedure as per your application fluid, eg. required solvents.	
Are there battery powered electronics enclosed within that have loose, damaged or exposed wires? If so please specify.	
Are there any sharp objects enclosed, for example broken parts, which could result in injury to any persons handling the equipment? If so please specify.	

If this form is not clearly attached to the outside of each single package returned to us, if one is not provided at all, or if the answers above are not provided to a satisfactory level of detail we will not open the package/s and this will delay the procedure which you wish your equipment to undertake. If this occurs we will contact you and allow 7-days for you to provide us with satisfactory information. If you fail to do so your package will be returned to you.

I hereby confirm that the answers given above are true and correct and that there is no health risk to those handling the items enclosed other than those health risks detailed above or within enclosed COSHH sheets.	Print Name:
	Signed: