



Toll-Free (877) 956-5198 • Fax: (602) 553-8955 • Email: custserv@jmsteno.com • Web: www.jmsteno.com

Writer Service Form

Full Name: Email Address:

Phone1: Address:

Home Cell Work

Phone2:

Home Cell Work House Business

Turnaround

Yearly service on your writer is less than 72 hours! There is no additional charge for this service, and no need to schedule an appointment. Email writers@jmsteno.com or call toll-free (877) 956-5198 ((602) 956-5198 local) with any questions.

Shipping

All writers ship via UPS. Shipping dates are Monday through Friday (Saturday is extra). A signature will be required. Please indicate how much you would like to insure it for. Fill out the email address field for tracking information. Please do not ship carry cases. Wrap writer in bubble wrap before placing in box. We will use the most cost effective shipping method to return your writer by the return date. Specify time if overnight.

Return By: Insurance:

Service

Indicate whether you need yearly service, a repair, or both. For pricing, check out writer service on our website www.jmsteno.com. You may need to send the charger in with your writer depending on the repair.

Yearly Service Other Service

Notes:

All packages ship to 5602 S. Seely St., Laveen, AZ 85339

Packing List:

Battery Case Charger Ribbon Tripod

Static Dissipator Keypop Covers

Terms

If an issue is discovered with your writer, you will be contacted for a resolution. Unless determined otherwise by a trained professional, JM Steno accepts no responsibility for any prior damages, either known or unknown to you. You are responsible for backing up any files on your writer. JM Steno accepts no responsibility for files deleted as part of a service. Any files JM Steno backs up are simply for convenience, and are not guaranteed in any way. If you do not agree to these terms, no work will be performed.

Accept: _____ Date: