



Service Request

To allow us to process your job more efficiently, please complete this form and include it with your equipment. All packages should be sent to the Service Administrator at the location nearest you. Please email us at serviceadmins@abelcine.com, if you have any questions.

AbelCine Service, LA
801 South Main Street
Burbank, CA 91506
818-303-8198

AbelCine Service, NY
88 35th Street, 4th Fl
Brooklyn, NY 11232
646-933-9902

BILLING INFORMATION

Name		Company	
Address			
Address Line 2			
City	State	ZIP	Country
Phone		Email	
Payment Method	Credit Card	Invoice	AbelCare

SHIPPING INFORMATION

Name		Company	
Address			
Address Line 2			
City	State	ZIP	Country
Phone		Email	
Return Method	Pick up at AbelCine	Ship on AbelCine Account (charge will be added to invoice)	Ship on Client Account
Carrier	Shipping Acct #	Speed	

ITEMIZED EQUIPMENT LIST

Make & Model	Serial Number

DETAILED DESCRIPTION OF ISSUE

SERVICE POLICIES

When sending your equipment in for service, you will receive an estimate for the work to be performed. The repair costs stated in your estimate are guidelines based on information provided by you and the technician's examination of the equipment. We cannot guarantee the precise accuracy of an estimate. If while repairing the equipment it becomes clear that more extensive repair work is necessary, we will inform you that we expect the cost estimate to be exceeded and will present a new estimate. We may require an extended evaluation of 2 hours of labor to fully diagnose issues in cases where the equipment has water damage and/or impact damage.

All equipment must be carefully packed for delivery to AbelCine. We recommend shipping equipment using a major carrier, other than USPS. Insurance of equipment delivered to AbelCine for maintenance is the responsibility of the owner. The risks of damages or loss are transferred to the client as soon as the equipment leaves our facility for return to the client.

Signature	Date
Name	Title