



# EVALUATION & REPAIR FORM

Please enter the appropriate information below, and then print form.  
(Or you may print the form and complete it by hand.)

**Have Any Questions?** Please call us  
at **1-800-HANDBEL** (800 426 3235)

<b>STEP 1: CUSTOMER INFO</b>				Customer #: (if you don't know your customer #, please call 1-800-HANDBEL)			
<b>ORIGINALLY PURCHASED BY:</b>				<b>SEND REPAIRED ITEMS TO:</b> (if different from left)			
Organization				Organization			
Name				Name			
Address				Address			
City	State	Zip		City	State	Zip	
Phone				Phone			
Email				Email			

## STEP 2: ITEMS FOR EVALUATION AND REPAIR

Item	Quantity	Problem	
Item	Quantity	Problem	
Item	Quantity	Problem	

I would like a phone call or email with evaluation results and all costs

Need back by \_\_\_\_\_ (date)

## STEP 3: RETURN PRODUCT TO MALMARK

Securely pack and insure your products, enclose this return form and have them shipped to the following address:

<b>Shipping by US Mail:</b>	Malmark Bellcraftsmen • Returns Department PO Box 1200 • Plumsteadville PA 18949	<b>Shipping by UPS or FedEx:</b>	Malmark Bellcraftsmen • Returns Department 5712 Easton Road • Plumsteadville, PA 18949
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**Note: All shipping costs are the responsibility of the customer. All products sent to Malmark for evaluation and repair are subject to labor fees starting at \$25 for handbells and \$10 for Choirchimes® and parts. Additional charges may be applied.**

### Internal Malmark Use Only:

Department \_\_\_\_\_ Date started \_\_\_\_\_ Date completed \_\_\_\_\_

Repair costs approved by \_\_\_\_\_ on \_\_\_\_\_

OR

No contact necessary \_\_\_\_\_ (initial)

Customer is responsible for all shipping costs. All repair policies and procedures subject to change without prior notice.