

**SCHEDULE 11 – REPAIR REQUEST FORM**

**Part A: REPAIR REQUEST** - to be completed by the Authority.

- 1.) Repair Demanding Authority: Inventory Manager SCM Mgr Telephone: [REDACTED]  
2.) Name: ..... Signed: ..... Date: .....

Contract Number: 700941373      Repair Order Number: .....

- 3.) Serial Number: .....  
4.) NSN/ Description: .....  
5.) Description of fault where known: .....  
6.) Collection and Return Delivery Point: [REDACTED]

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**Part. B: REPAIR RESPONSE** - to be completed by the Contractor.

- 7.) Date item received .....  
8.) Timescale:..... days for turnaround (In accordance with Turnaround times in Schedule 11)  
9.) Expected Return Date.....  
10.) Warranty (delete as appropriate)  
    a.) Warranty  
    b.) Non-Warranty  
11.) The Repair Quotation (delete as appropriate):  
    a.) Multiple repair total cost (Ex-VAT) with report and quote submitted for SCM approval.  
    b.) Repair falls under Warranty – no cost.  
    c.) Item beyond economic repair / complete replacement required.  
12.) Total cost of repair/replacement: £.....(Ex-VAT)  
13.) Return date to ..... [REDACTED]

Name: ..... Signed: ..... Date: .....

**Part C: REPAIR REQUEST AUTHORISATION** - to be completed by the Authority's SCM Mgr.

14.) a.) I hereby confirm my acceptance of your firm price quotation for the completion of  
Repair Request Number ..... and request you to proceed.

Firm Price quotation £ ..... (Ex-VAT) Completion Date: .....

b.) I do not wish you to proceed with the Repair Request Number.....and  
request you follow the return procedures for the Repair Item to be sent back to  
**[REDACTED]**

c.) I do not wish you to proceed with the Repair Request Number.....and  
request you dispose of the Repair Item.

d.) Additional Instructions for disposal:  
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Name: ..... Signed: ..... Date: .....