

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: 701053382 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: