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## Work Order Authorization Form

In order to serve you, we ask that you please fill out the requested information so we may process your repair with more accuracy and efficiency.  
Please enclose a copy of this form properly filled out with unit. Thank you for your cooperation.

<b>Company Name:</b> _____	<b>Date:</b> _____	
<b>Contact Person:</b> _____	<b>Bill to:</b> _____	
<b>Ship to Address:</b> _____ _____ _____	_____	
	<input type="checkbox"/> Same as ship to Address	
<b>Phone:</b> _____	<b>Fax:</b> _____	<b>Email:</b> _____
<b>Shipping Method:</b> UPS UPS RED UPS BLUE FEDEX FEDEX NDA FEDEX 2ND DAY OTHER:		
1) PO # _____		
2) Part Number _____		
3) Serial Number _____		
4) Make, Model, & Serial # of Equipment that unit was installed: _____ _____ _____		
<b>Complaint or Error Codes Displayed on Dash:</b> _____ _____ _____ _____		
<b>Notes for Technician: (brief description of service calls leading up to sending unit in for repair)</b> _____ _____ _____ _____		