



# Small Equipment Service & Evaluation Form

- Print and complete this form to send with equipment to be repaired
- Ship all items for repair to the address below
- Contact Keenan Godburn at the number or email below with questions
- A \$75 evaluation fee applies to all quoted repairs which are declined

**ANY ITEMS RECEIVED WITHOUT THIS FORM WILL BE SENT BACK TO THE RETURN ADDRESS**

### Ship to

**Marco**  
**701 East Boulevard**  
**Deer Park, TX 77536**  
**Attn: Keenan Godburn**

### Customer Return Address

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Attn: \_\_\_\_\_

### Customer Contact Information

**Keenan Godburn, Service Manager**  
**keenan.godburn@marco.us**  
**563.324.2519 ext. 1342**

Name, Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### Equipment to be shipped\*

Equipment Type: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Serial #: \_\_\_\_\_

**\*NON-MARCO MANUFACTURED EQUIPMENT  
 MUST BE ACCOMPANIED BY A FACTORY  
 OPERATOR'S MANUAL FOR THE SAME MAKE  
 AND MODEL OF EQUIPMENT BEING SERVICED.**

### Requested Service

Evaluation/Repair       Preventative Maintenance  
 Hydrotest                 Other: \_\_\_\_\_

### Description of Problems

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*For Marco Use Only. Do not write below this line.*

AR: \_\_\_\_\_ Quote #: \_\_\_\_\_

SO #: \_\_\_\_\_ Customer PO: \_\_\_\_\_

Declined Service: Y N Explanation: \_\_\_\_\_

Warranty: Y N Explanation: \_\_\_\_\_

Services Completed: Y N Explanation: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Returned: \_\_\_\_\_ OEM Operator's Manual Present: Y N