



Repair Ticket Form

Replacement Policy:

Products purchased through CINEMILLS and no longer under warranty may be returned for repair by following these steps:

1. Fill out this Repair Ticket Form in its entirety. Email to sales@cinemills.com or Fax to 818.843.7834 and wait for Repair number before shipping anything to us.
2. Return the authorized item(s) per shipping instructions below.
3. Our Repair Department will process your request.
4. Turnaround time for all repairs is 2-6 weeks from date received.

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Fax: _____

Repair #: _____ Date Issued: _____
(Obtain from Cinemills Customer Service)

Qty	Name and Model #	Description of the Problem	Serial Number

Shipping Instructions:

1. Be sure to obtain an Repair number and clearly mark the outside of the box(es) with this number.
2. Ship only the items that are authorized along with a copy of this form filled out.
3. Ship returns to:

CINEMILLS Corporation
Attn. Repair Department
2021 N. Lincoln St.
Burbank, CA 91504

*Turnaround time for all repairs is 2-6 weeks from date received.

*Shipments received by CINEMILLS without a Repair number will be refused.

For Internal Use Only

Technician Notes:

Problem _____

Solution _____

Outcome _____

Customer Signature: _____ Date: _____

Return Approval By: _____ Date: _____