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Please contact us before sending your machine. This form **must be included** with your machine.

My machine needs a refurbishment/overhaul/cleaning_____

My machine needs to be repaired. Please list the problems that you are having.

I would like my machine returned to the following address.

Name_____

Company_____

Address_____ Suite #_____

City_____ State_____ Zip code_____

Contact me at _____ Home Phone_____

Payment information.

Paypal_____ (I will send you a request Via PayPal)

Email Address for PayPal Request_____

Check enclosed_____ (make payable to Southwest Steno Services)

Please send me the tracking number via email (sam@southweststeno.com) when you ship your machine. When you ship your machine please do not require a signature to be delivered. Someone will always be at home to accept. If you need to have a signature please let me know before shipping.

PLEASE CALL OR EMAIL US IF YOU NEED AN EXACT RETURN DATE FOR YOUR MACHINE.