

Service & Repair Form

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Customer Details			
Contact Name:	_____		
Company Name:	_____		
Company Address:	_____ _____		
Telephone:	_____	Mobile:	_____
		Facsimile:	_____
E-mail:	_____		

Details of Items Returned			
Item #	Serial Number	Model Name / Number	Description of Fault / Accessories
_____	_____	_____	_____ _____ _____ _____
_____	_____	_____	_____ _____ _____ _____
_____	_____	_____	_____ _____ _____ _____

- Note:
1. Whilst we take the utmost care to not damage any data on a hard disk drive, it can happen. We are not responsible for any lost data, so please **ensure you have made adequate backups**.
 2. If you return any accessories, such as power adapter, stylus or cabling, write them down too.
 3. All items must be returned in original packaging or in suitable packaging with adequate physical protection. We are not responsible for any damage in transit that occurs as a result of poor packaging.
 4. Please provide a comprehensive description of the fault, otherwise we cannot fix it. Saying "it doesn't work" is not sufficient information.
 5. The customer is responsible for the cost of sending the item to Motium.