

Appointment Request Form

Visitors to Anaheim Automation must have an appointment to meet with a member of the sales, marketing, purchasing or technical staff. This policy applies to all customers, vendors and prospects. If a customer has a product in need of repair, it may be dropped off with our receptionist or receiving clerk. Please fill out this form, and the receptionist will forward your request to the most appropriate employee.

The requestor will be notified by phone, fax, or email with the appointment confirmation within 36 hours. Thank You!

Company Information – please provide information below						
Contact Name:			Title:			
Company Name:			Today's Date:			
Address:			Dates Available:			
City/State/Zip:			Best Time to Call:			
Phone:	Ext.:	Cell:	Fax Number:			
Company's Web Site:			Email:			
Briefly de	scribe vour reasc	on for this appointment request: please	check all th	at apply		
Vendor Information:		Customer Classification:	Current Customer:			
Current Supplier to Anaheim Automation		User Account – Need Tech Help	Need to Purchase Product as soon as possible			
Prospective Supplier to Anaheim Automation		Student /Teacher (class project) Need Tech HelpHobbyist – Need Tech HelpExisting OEM Customer – Need Tech HelpProspective OEM Customer - Need Tech Help	Return/Repair/Replacement, with a RMA#			
			Return/Repair/Replacement, but do NOT have a RMA assigned (see box below)			
						DMA# DEOU
RMA# REQUEST (Return Materials Authorization) – please use one line for Model Number Description of Problem			or each produc	Serial Number	Date Code	
Model Number		Description of Froblem		Octiai Number	Date Code	
	NOTE: R	Repairs are typically completed in approximate	ately 10 busi	ness davs.		
		.,	,	,		
NEW PURCHASE – use one line for each part number ordered – P.O. #			. #	,		
Model Number	Descr	ription of Product – such as motor, driver, controller		Quantity	Req. Date	
Pavment a	and Shipping Opt	ions – please choose from options below	<u> </u>			
VISA or MasterCard Number: Name on card:				Expiration Date:		
Established						
					Will Call	
If different than the Ship To information, provide Billing Address:						