# Purpose

To outline the basic customer requirements for work to be performed on articles received for maintenance, preventive maintenance, or alteration.

**Completed by:** The customer.

**Instructions for Completion**

*Section 1 – Contact Information*

1. Company Name – Enter the company’s name.
2. Contact Person Name – Enter the primary contact’s name.
3. Contact Phone Number – Enter the primary contact’s phone number.
4. Contact Email – Enter the primary contact’s email.
5. Address – Enter the company’s primary address.
6. City – Enter the city of the primary address.
7. State/Zip – Enter the state and zip code of the primary address.
8. Country – Enter the country of the primary address.

*Section 2 – Shipping Information*

NOTE: If the shipping address is the same as the primary address, check the “same as contact” box.

1. Company Name – Enter the ship to company name.
2. Contact Person Name – Enter the name of the ship to contact.
3. Contact Phone Number – Enter the ship to contact’s phone number.
4. Contact Email – Enter the ship to contact’s email.
5. Address – Enter the ship to address.
6. City – Enter the city of the ship to address.
7. State/Zip – Enter the state and zip code of the ship to address.
8. Country – Enter the country of the ship to address.
9. Method – Mark the box of the desired carrier and select the applicable method from the drop-down box. If other, list method and annotate instructions in the “shipping instructions” field below.
10. Shipping Instructions – Detail desired instructions for the fulfillment of the shipment. If the shipment is being placed on your account, list the account number here.

*Section 3 – Service(s) to be Provided*

1. Mark the service(s) to be requested.
2. Notes – Annotate specific details about the service(s) to be requested. Please be specific when selecting “inspection”, “warranty”, and/or “modification”.

*Section 4 – Article Information*

NOTE: Only one Repair Order Form is to be completed per part number. Each article part number must have its own Repair Order Form if more than one part number is being delivered.

1. Purchase Order – Enter the purchase/repair order number to be used for the requested service(s).
2. Target Date – Select from the date picker, the desired date in which the article is to be returned to the shipping address listed in section 2.
3. Part Number – Enter the part number/assembly number of the article.
4. Color – From the drop-down box, select the desired color the article is to be painted.
5. SN – Enter the serial number of the first article.
6. SN – Enter the serial number of the second article.
7. SN – Enter the serial number of the third article.
8. SN – Enter the serial number of the fourth article.

*Section 5 – Wheel Details*

NOTE: This section is only to be completed if the article is a wheel assembly.

1. Mark whether a tire is to be installed. If yes, please list the desired tire part number.
2. Mark whether you would like new bearing cups installed. If yes, from the drop-down box, select the desired grease to be used.
3. Mark whether you would like us to supply new bearings. If yes, from the drop-down box, select the desired grease to be used.
4. Mark whether you would like us to supply new bearing seals.
5. Mark if you will be supplying any parts to complete requested service(s).
6. Supplied Parts – List the parts that will be supplied.

**After Completion**

* Print a copy to include with the shipment.
* If possible, email a copy to your Aircraft Specialties, Inc., Customer Service Representative.

**End of Instructions**

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| --- |
| Section 1 – Contact Information |
| 1. Company Name:
 | 1. Contact Person Name:
 |
| 1. Contact Phone Number:
 | 1. Contact Email:
 |
| 1. Address:
 | 1. City:
 |
| 1. State/Zip:
 | 1. Country:
 |
| Section 2 – Shipping Information ([ ]  same as contact) |
| 1. Company Name:
 | 1. Contact Person Name:
 |
| 1. Contact Phone Number:
 | 1. Contact Email:
 |
| 1. Address:
 | 1. City:
 |
| 1. State/Zip:
 | 1. Country:
 |
| 1. Method:
 | [ ]  Fed Ex Choose an item. | [ ]  UPS Choose an item. | [ ]  Other:  |
| 1. Shipping Instructions:
 |
| Section 3 – Service(s) to be Provided  |
| 1. Identify the service(s) to be requested. Please annotate in the notes field below, specific details about the request (e.g., inspection, warranty, modification).
 |
| [ ]  Overhaul | [ ]  Tire Change | [ ]  Repair | [ ]  Other |
| [ ]  Top End Overhaul | [ ]  Reseal | [ ]  Inspection |   |
| [ ]  Modification | [ ]  Tire Mount | [ ]  Warranty |  |
| 1. Notes:
 |
| Section 4 – Article Information |
| 1. Purchase Order:
 | 1. Target Date: Click or tap to enter a date.
 |
| 1. Part Number:
 | 1. Color: Choose an item.
 |
| 1. SN:
 | 1. SN:
 |
| 1. SN:
 | 1. SN:
 |
| Section 5 – Wheel Details |
| 1. Would you like a tire installed?
 | [ ]  Yes, tire PN:  | [ ]  No |
| 1. Would you like us to install new bearing cups?
 | [ ]  Yes, grease: Choose an item. | [ ]  No |
| 1. Would you like us to supply new bearings?
 | [ ]  Yes, grease: Choose an item. | [ ]  No |
| 1. Would you like us to supply new bearing seals?
 | [ ]  Yes | [ ]  No |
| 1. Will you be supplying any parts?
 | [ ]  Yes (Please list below) | [ ]  No |
| 1. Supplied Parts:
 |