

Repair Form

Please ship all repairs to: Valcom, Inc. Attn: Repair Dept 5614 Hollins Road Roanoke, VA 24019

Company/Organization Name: _____

Billing Address, City, State, and Zip: _____

Return Address (if different from billing address): _____

Contact for Billing: _____
Name Phone Email

Part Number(s) and Problem(s): _____

Once the repair has been received, a control number will be assigned and the repair process will begin. When completed, a customer service representative will contact you for payment; if the item is still under warranty, it will be shipped to the return address listed above. Approximate repair times are 7-14 business days (after receipt of shipment). For questions, please call or email the Inside Sales team at (800) 825-2661 or IS@valcom.com.

