



540 Cooper Oaks Ct • Apopka, FL 32703 • PHONE 407-814-4974 • FAX 407-386-7761

## Repair Instructions

1. The following Repair Authorization **must** be included with any items sent to World Class Installations, Inc. for repair. Repairs may be delayed if applicable paperwork is not received with materials.
2. Repairs requiring **Next Day Air** return service must be sent to World Class Installations, Inc. by UPS or FedEx with delivery guaranteed by 10:30am Eastern Time. Any items received after the required time may be delayed one or more business days.
3. Any material sent to World Class Installations, Inc. must be packaged with appropriate packing material to ensure items are not damaged during shipping prior to delivery.

4. All repairs must be addressed as follows:

World Class Installations, Inc  
ATTN: Repairs  
540 Cooper Oaks Ct  
Apopka, FL 32703

**Please contact World Class Installations, Inc. by phone if you have any questions before sending material for repair.**

Property Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- I require an estimate before authorizing any repairs.
- I **DO NOT** require an estimate if repairs are less than \$ \_\_\_\_\_ .  **PER ITEM**  **TOTAL**

-----  
Any material processed by World Class Installations, Inc. for repair is subject to a \$50 fee per item if property declines completion of repairs. No fees will be accessed by World Class Installations, Inc. if repairs cannot be completed.

Please select how you would like material returned upon approval and completion of repairs.

- NEXT DAY AIR**
- 2 DAY AIR**
- 3 DAY AIR**
- GROUND**

Property is responsible for all shipping costs. Expedited repairs may incur additional costs. Designated shipping method in no way guarantees the completion of repairs on the day of delivery to World Class Installations, Inc. and denotes the delivery speed only after completion of repairs. World Class Installations, Inc. cannot use customer supplied return labels or account numbers.

Please list each item you are sending and any issues in as much detail as possible in order to reduce diagnosis time.

\_\_\_\_\_  
\_\_\_\_\_

Please list your master level password for any front desk equipment sent for service or repair.

\_\_\_\_\_

**WARRANTY STATEMENT:**

World Class Installations, Inc. warrants its products to be free from defects in material and workmanship under normal use and service for a period of no-less than 90 days after delivery. Warranty shall not apply to any products that have been subject to irregular use, including but not limited to misuse, neglect, accident, power surge, electrical overload, or uses in violation of instructions furnished by company or manufacturer. Warranty does not extend to batteries required by any product supplied by World Class Installations, Inc. or damages caused by or incurred by batteries used at property.

Warranty includes bench repairs by World Class Installations, Inc. service department only and does not extend to units that have been repaired, altered, or otherwise modified after original purchase date. World Class Installations, Inc. is not responsible for any costs incurred involving on-site service calls. Proof-of-purchase required for warranty redemption.

The undersigned acknowledges they have read and understand the above information provided by Word Class Installations, Inc. and agree to the conditions herein and hereby authorize the repair of submitted material, including but not limited to guest room locks, access control systems, and front desk encoders.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

