

# Information Station Specialists Repair Order

Date \_\_\_\_\_ RMA \_\_\_\_\_

**Include this completed questionnaire in the package with the product and ship to . . .**

**Information Station Specialists  
3368 88th Ave, Zeeland, MI 49464**

## CONTACT INFO

Person \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Hours/Timezone Reachable \_\_\_\_\_

## SHIP TO (complete if different than Contact Info on left)

Person \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

## ESTIMATE (no charge is accrued for evaluation)

- Call with Estimate before Repairing  
 Proceed with Repair if Cost Is Under \$350

## Equipment

### Unit Is Less than One Year Old

- Yes  No  Not Sure

Unit Type \_\_\_\_\_

Serial No. \_\_\_\_\_

Problem \_\_\_\_\_  
 \_\_\_\_\_

## PAYMENT

- Invoice Me at the Following Address

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

- Charge to My Credit Card (Visa/MasterCard only)

Number \_\_\_\_\_  
 3-Digit Code \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

- Send Credit Card Receipt to . . .

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**Purchase Order Number Associated w/Repair**  
 \_\_\_\_\_

## For Internal ISS Use Only

Date Received	
Parts	
Manufacturer Repair Cost	
Freight	
Labor	
Tax	
Total	

Repairs

Information Station Specialists, Inc.

PO Box 51, Zeeland, MI 49464-0051- 616.772.2300 - Fax 616.772.2966 - iss@theRADIOsource.com - www.theRADIOsource.com

# State Tax Information Form

*Provide by fax or email at time of order*



**Today's Date:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Federal ID Number (9-digit EIN/TIN):** \_\_\_\_\_

## Information Station Specialists, Inc

PO Box 51  
Zeeland, Michigan  
49464-0051  
Phone: 616.772.2300  
Fax: 616.772.2966  
iss@theRADIOsource.com

### **For Internal Use Only**

State Tax Code \_ - \_ - \_ - \_

## **Classification**

**If you are a government agency, indicate the classification.**

Federal  State  County  City/Town  Township  Village  Tribe  Authority  District  Foreign

**Or, if you are a non-government agency, indicate the classification.**

Private Corporation, Partnership or Sole Proprietor  Non-Profit Entity  Individual Purchaser

## **Purchase**

**Purchase consists of . . .**

Equipment/Equipment & Related Services  Rental of Equipment & Related Services  Services Only

## **If Taxable Sale**

Based on ISS's relationship with your state, ISS may or may not be collecting state tax. **If, under the laws of your state, purchases from ISS are taxable, indicate the sales tax rate that applies and any local tax code numbers.**

Tax Rate % \_\_\_\_\_ Local Tax Code Applicable \_\_\_\_\_

**Or, the sale is taxable BUT you are paying "Use Tax" directly to your state instead of sales tax to ISS.**  
(A "DIRECT PAY" certificate from your state must be attached.)

## **If not a Taxable Sale**

**Select the reason state tax does not apply and provide requested numbers and documents.**

- You are a federal agency.  
 Your state has no state sales tax.  
 Sales of services only are not taxed under your state's laws.  
 Sales of services performed out of state are not taxed under state laws.  
 Your agency or entity is tax-exempt. Your tax-exempt number is \_\_\_\_\_  
 This purchase is for resale or industrial processing.

Your resale certificate number is \_\_\_\_\_ Attach certificate.

Your industrial processing number is \_\_\_\_\_ Attach certificate.