

# Reconditioning & Indexable Tool Repair Request Form



**Step 1 – Place your tools in a box along with this completed form.**

**Step 2 – Ship your tools the most convenient way to:** Valley Tool, Inc – Attn: Chris Dhuey  
3313 E. Goodland Dr.  
Appleton, WI 54911

**Step 3 – Receive a quote for your tool reconditioning/repair.**

Purchase Order: \_\_\_\_\_ PO to Follow Once Quotation is Approved

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Step 4 – Receive your tools in “like new” condition & performance!**

Ship-To/Return Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return Shipping via UPS: Ground  2<sup>nd</sup> Day  Next Day Air

UPS Collect Account Number: \_\_\_\_\_

**Unreparable Items:** Recycle  Return  Quote New Tools

**Part Number/Description:**

**Quantity**

Part Number/Description:	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Notes:**