



# OFFICE AUTOMATION, INC.

## Voice Mail Repair Request

This form should be shipped with unit.

**Please ship the equipment to:**

Office Automation, Inc.  
Attn: Voice Mail Repair Dept.  
776 Bennett Drive, Suite 105  
Longwood, FL 32750-6392

Phone: 800-393-1106  
Phone (407) 702-1000  
Fax: (407) 831-6674

Date Shipped: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address that unit will be returned to: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Return Shipping:  Ground or  Overnight  Early Morning  Late Morning

Call Me with Estimate of Repair Cost. (Estimate Charge Applies if repairs not completed)

Payment Method:

Credit Card:  Visa  Master Card  American Express  
Card No: \_\_\_\_\_ Name on Card \_\_\_\_\_ Exp: \_\_\_\_\_

Terms on Account: Customer Name \_\_\_\_\_ Account No: \_\_\_\_\_

Please provide as much as the following information as possible:

Voice Mail Unit Manufacturer/Type: \_\_\_\_\_

\* Version of Software: \_\_\_\_\_

Was the Voice Mail purchased from Office Automation, Inc.  Yes  No

Date Of Purchase and/or Invoice Number: \_\_\_\_\_

CPU Card or Model that Voice Mail is Connected to: \_\_\_\_\_

Description of Problem: \_\_\_\_\_

Does the rest of your phone system work?  Yes  No

If No please describe problem: \_\_\_\_\_

Do you have a Database and Voice Prompts Backup of your Phone System and Voice Mail?

Yes  No

Office Automation, Inc. and its vendors shall not be held responsible or liable for loss of data and voice information on any piece of equipment sent in for repair. It is the customer's responsibility to have necessary backups of any and all information, data and voice recordings that the customers have created. During repair it may be required to default the equipment and/or reformat the hard drive of the equipment. In this case all data and voice recordings on the equipment will be lost. In no event shall Office Automation or its third-party suppliers and vendors be liable for any losses resulting from loss of data and shall not have any responsibility to save or restore any data or voice recording to replaced/repaired items or equipment.

**Please do not include any cables or adapters with the unit. Thank you.**