

<Your Company Letterhead>

Your Company Letterhead should include the following details : Company Name, Operating Address, Telephone Number, Fax Number, Email or Website address,

Date < >

Dear Sir/Madam,

**RE: Repair of Zero 88 Lighting Products**

We would like to send the following items mentioned below to your Service Centre in Singapore for repair and Service ,

Lighting Controls Pte Ltd,  
Blk 10 Ubi crescent , #04-76,  
Lobby D,  
Singapore 408564,  
Tel: 65-68467959,  
Fax: 65-68467976,  
Email: [service@lightingcontrols.com.sg](mailto:service@lightingcontrols.com.sg)  
**(Zero 88 Asian Service Centre)**

1. **Brand :** Zero 88  
**Model:**  
**Serial Number:**  
**Date of Purchase:**  
**Remarks:** "Lighting board does not send out a DMX signal"
  
2. **Brand :** Zero 88  
**Model:**  
**Serial Number:**  
**Date of Purchase:**  
**Remarks:** "Lighting board does not send out a DMX signal"
  
3. ....

The above items are despatched by the following *Courier Company\** or *Person\** mentioned below:

*(\* Please delete whichever is not applicable)*

*\*Courier Company Name:*

*Your Account Number with the Courier Company mentioned above:*

*Courier Air Way Bill Number:*

*Date despatched:*

or

*\*Person's name (as in Passport):*

*Country of Passport:*

*Passport Number:*

*Date of Issue of Passport:*

*Place of Issue:*

I / We understand that the items above are sent on the following conditions mentioned below:

1. I / We declare that the above mentioned items are sent to Singapore for the purpose of repair and service only.
2. I / We will return the above mentioned items to the country of embarkation upon the completion of service and repair.
3. Courier and / or Freight charges to Singapore and back are borne by me/us as mentioned below.
4. All Insurance charges for freight / courier are borne by me/us,
5. Lighting Controls Pte Ltd (Singapore) & Cooper Controls Ltd (United Kingdom) will be indemnified from any damage and / or delay during the transit of the goods to and from our service centre.
6. I/We understand that the duration for the items being serviced depends on the parts availability and complexity of the service work.
7. Service charges will be borne by me/us as mentioned below, if the above mentioned items are no longer covered by the Warranty.
8. Warranty will be void if it is found that the items were improperly used or abused.

Your sincerely,

Authorised Contact Person Name:

Designation:

Mobile Phone Number:

Email Address:

Company name:

Company Stamp: