

# INTERNATIONAL WORK AUTHORIZATION FORM

We would like to **thank you for choosing JRF/Magnetic Sciences** to service your magnetic heads. Every effort will be made to provide you with the best service and finest craftsmanship available. **We ask that you please complete this form and enclose it with your shipment to JRF.**

Our shipping addresses are:

**JRF Magnetic Sciences Inc.**

Ph (973) 579-5773 FAX (973) 579-6021

email [jrf@jrfmagnetics.com](mailto:jrf@jrfmagnetics.com)

249 Kennedy Road, Greendell, NJ 07839  
(for UPS, FedEx, etc.)

P.O. Box 309, Greendell, NJ 07839  
(for US Postal Service mail)

Your Company Name \_\_\_\_\_

Ph # \_\_\_\_\_

Fax # \_\_\_\_\_

email \_\_\_\_\_

**Bill to : attn:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ship to : attn:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am sending:** quantity ( ) \_\_\_\_\_

**Work authorization:** Relap Heads (as required) \_\_\_\_\_ Head Assembly Optical Alignment \_\_\_\_\_

Head Replacement (if required) \_\_\_\_\_

Flutter Idler Ultra-sonic Clean, Lube & Set \_\_\_\_\_

Replace Hardware (Tape guides, bearings etc. if required) \_\_\_\_\_

Ground Cores (Studer Heads) \_\_\_\_\_

**Evaluation only** (with lab report & data) \_\_\_\_\_

**Call with estimate** \_\_\_\_\_

Edge Relief Slots \_\_\_\_\_

Special Instructions / Modifications / Specific problems \_\_\_\_\_ (use reverse side)

**Turn around Time:** *Sameday (date scheduled)* \_\_\_\_\_ *2-3 day* \_\_\_\_\_ *1 week +/-* \_\_\_\_\_

**Return Shipping instructions:** **USPS** \_\_\_\_\_ First Class \_\_\_\_\_ Global Priority \_\_\_\_\_ Global Express Mail \_\_\_\_\_

**FedX** \_\_\_\_\_ International Priority \_\_\_\_\_ International Economy \_\_\_\_\_

**UPS** \_\_\_\_\_ Express \_\_\_\_\_ Expedite \_\_\_\_\_ Standard \_\_\_\_\_

Your UPS / FedX account number \_\_\_\_\_

**I Do** \_\_\_\_\_ **Do not** \_\_\_\_\_ **want my package insured for full replacement value.** amount \$ \_\_\_\_\_

## Customs

Your Tax I.D. / EIN Number \_\_\_\_\_ (this number must be supplied for customs and duties purposes)

**Please** be sure that you check the box "customs and duties - bill to sender" on the UPS / FedX Airbill. **JRF will not accept any shipments in which this box has not been checked.** Canada & Mexico: In addition to the above instructions, you must include: 1) a completed NAFTA Certificate of Origin form and/or 2) a Declaration for Free Entry of American Products / Certificate of Exportation form. (forms available on JRF website)

[jrfmagnetics.com](http://jrfmagnetics.com)

**Terms:** \_\_\_\_\_ AMEX \_\_\_\_\_ VISA \_\_\_\_\_ M/C Card # \_\_\_\_\_

Card Holder Name \_\_\_\_\_ Exp date \_\_\_\_\_

\_\_\_\_\_ PayPal

\_\_\_\_\_ Net 30 days (Pre approved open account) P.O. Number \_\_\_\_\_

\_\_\_\_\_ Bank Wire / Transfer (Let us know if this is your payment method of choice and we will fax our bank data)

**I authorize JRF to proceed with my work order.**

**Signature** \_\_\_\_\_