

Instrument Repair Order Form

Quantity	gSource or Other Brand Part Number	Instrument Description	Repair Code per price list	Unit Price in USD	Total
Example: 1	gS 16.4195	ENTER DESCRIPTION OF INSTRUMENT	REP SH SC 01	10.00	10.00

Contact Name _____

Phone _____ Email _____

Ship to Address _____

Billing contact: _____
(Name, Phone, Email)

Please complete the information requested above and include this Order Form in your shipment to gSource with your instrument(s). See page 2 for further instructions on completing this Order Form and shipping your instrument(s) to gSource.

Add any additional comments to this section _____

Instrument Repair Order Form

Instructions for completing Order Form:

1. Review our Price List on www.gSource.com.
2. Where indicated on page 1 of this Order Form, note quantity, instrument part number, instrument description and the repair code referenced on our Price List.
3. Complete your full contact information, billing contact information and ship to address for the return shipment on page 1 of this Order Form.
4. For any repairs not listed on our Price List, include an explanation of the requested repair in the Instrument Description column on page 1 of this Order Form. We will provide you with a quote for your approval prior to repair.
5. Sterilize instrument prior to shipment to gSource. All returns must be accompanied by a **Certificate of Sterilization**. See www.gSource.com to print and complete the Certificate of Sterilization. A Return Authorization (RA) number is not needed for instruments being repaired or refurbished.
6. Enclose the completed Order Form and Certificate of Sterilization in the package with the sterilized instrument needing sharpening or repair and ship via prepaid shipping to gSource at the address listed below.

After repair of your instrument is completed, you will receive an invoice for payment. Payment must be received prior to shipment of your repaired instrument. We accept VISA, MasterCard and AMEX credit card payments. When you receive your invoice, please contact gSource Customer Service at 201-596-8829 with your credit card payment information. Our default ship method is UPS Ground prepaid service unless an alternate method is specified.

gSource Repair Warranty

Instruments repaired by gSource repair technicians are guaranteed to be free from defects in material and workmanship for 90 days when used for their intended surgical purpose. Any repair that proves defective in workmanship or material within this 90 day period will either be repaired again or replaced, at the discretion of gSource, without charge. Instruments must be cleaned and sterilized prior to returning to gSource.

This warranty is void for gSource instruments serviced by any person or facility other than gSource. Warranty is not valid for gSource instruments that prove defective as a result of improper care and cleaning or misuse.

If you have any questions, please contact the gSource Repair Center at 201-596-8829 or repair@gSource.com.



gSource, LLC
Attn: Repair Center
Delivery Location: Rear of Building
19 Bland Street
Emerson, NJ 07630
USA

P (201) 599-2277
(201) 596-8829
E repair@gSource.com
www.gSource.com



ISO 13485 Certified
FS 589741
FDA Registered



gSource, LLC Founded 1999



gSource, LLC
19 Bland Street
Emerson, NJ 07630
USA

(201) 599-2277
F (201) 599-3306
www.gSource.com

Certificate of Sterilization for Instrument Repairs (CofSR)

OSHA Standards (29 CFR 1910.1030) require used instruments to be sterilized prior to shipping.

OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030) requires the use of appropriate sterilization on potentially contaminated equipment and instrumentation prior to transporting. This is necessary to ensure that equipment is in a condition that makes it safe to be handled by all personnel who may have contact with it during transit and subsequent handling. All used surgical equipment is assumed to have potential exposure to blood or other potentially infectious materials.

Instructions:

1. Sterilization and CofR for used instruments must be completed by the enduser.
2. Sterilize used instruments using OSHA-approved protocols.
3. Complete checklist below and enclose original CofR document with returned instruments.

Sterilization of instrument(s) for shipment to gSource has been performed as above.

Sterilization performed by:

Print first and last name: _____

Signature: _____

Facility name: _____

Phone: _____ Date: ____/____/____