



G008
Customer Information Request
Revision 2.0
02/14/2017

To whom it may concern,

Thank you for doing business with Newco Service. We in the service department strive to meet your needs and expectations with the best and most expedient work we can provide. Sometimes we receive little or no paperwork with equipment that is sent to our shop for calibration or repair, this can lead to confusion as to what those needs and expectations are.

We know that confusion costs time, and time costs everyone money. To clarify your needs and expectations we have included a Calibration Request Form with this letter. We would appreciate it if a completed Calibration Request Form could be included in the box alongside any equipment you send to Newco Service. Clarification of expectations will help us better serve you.

If you have any questions regarding the information you need to send, please contact the service department at **1-800-545-9729**. If you have any quality concerns or questions you can reach me at the same phone number, or you can email me directly at jarrettb@newcoinc.com.

Best,

Jarrett Brooks
Quality Manager
Newco Inc.

2811 West Palmetto Street
Florence, SC 29501



2811 West Palmetto Street
Florence, SC 29501
USA

PHONE: 1 800-545-9729
WEBSITE: www.newcoinc.com