



Service Department:

P – 800.333.0598

F – 585.224.7968

www.siewertequipment.com

INCOMING GOODS FORM

CUSTOMER INSTRUCTIONS FOR INCOMING EQUIPMENT

Many pumps handle hazardous liquids and chemicals which may be injurious to property or personnel. Products returned without proper attention given to safety requirements will not be accepted and will be returned to consignor.

CUSTOMER MUST COMPLETE ALL SECTIONS

1. Company & Contact:

Company Name: _____

Date: _____

Contact Person: _____

Phone: _____

Delivery method: _____

Email/Fax: _____

2. Equipment & Product/Liquid:

Item Returned: _____

Liquids Pumped: _____

Manufacturer: _____

Reason for return: _____

Model: _____

Serial no.: _____

Urgency/need by:* _____

* A \$175 service charge plus labor applies to all same day and next day emergency inspection services. *

3. Certification of Decontamination:

- Equipment has been drained, flushed and decontaminated of any potentially toxic, corrosive, or dangerous substance (**SDS required for non-water services**)
- SDS or MSDS included or already on file
 - Equipment was only in air, water, sanitary sewage, or steam
 - Equipment is new and unused
- Lubricating oils have been drained from bearing housing and/or gear box.

This document acknowledges cleaning/decontamination (drained and flushed if necessary) of the equipment in accordance with best known procedures available to customer for rendering the equipment to the least hazardous state practicable.

Customer Signature: _____

Date: _____

4. Service Center Location:

- Rochester:**
Siewert Equipment
175 Akron Street
Rochester NY 14609
Attn. Sally Willette
[Send completed form to Sally ^](#)

- Troy/Albany:**
Siewert Equipment
244 1st Street
Troy NY 12180
Attn. Casey Rachinsky
[Send completed form to Casey ^](#)

An equipment receipt acknowledgment and inspection proposal will be provided within 1-2 days after receipt and acceptance. Thank you for choosing Siewert Equipment.