

**Kentucky Instructional Materials Resource Center  
Kentucky School for the Blind  
1867 Frankfort Avenue  
Louisville, KY 40206  
Phone: 502-897-1583  
Fax: 502-897-8737**

## **Equipment Repair Form**

Date: \_\_\_\_\_

Name of Person Submitting Repair Form: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following item needs repaired (be sure to include adapter with electronic equipment when returning for repair)

Product: \_\_\_\_\_

Serial #: \_\_\_\_\_

KIMRC Access # \_\_\_\_\_

Description of problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of student for whom equipment is being repaired: \_\_\_\_\_

\_\_\_\_\_

**NOTE: PLEASE DO NOT USE STYROFOAM PEANUTS  
TO PACK BRAILLEWRITERS.**