



750 JUNCTION ST. – PLYMOUTH, MI 48170
www.ivsincorporated.com

HOW TO DO REPAIR BUSINESS WITH IVS

1. When shipping your equipment in for service, please enclose a packing slip or purchase order with each box.
2. Packing slip(s) should include the following:
 - a. Attention: Repair Department
 - b. Company Information:
 - Name
 - Address
 - Telephone Number
 - Contact Person
 - Email Address
 - c. A list of items to be serviced [quantity and description of each item]
 - d. Any special Instructions
3. Special Shipping Instructions:
 - a. Unless otherwise specified all units will be returned UPS ground.
 - b. You may specify a particular service or carrier. To do so please call Ralph or specify on your shipper.

RUSH
SERVICE AVAILABLE
CALL IVS FOR COST UPGRADE

Ship all repairs to:
IVS, Incorporated
750 Junctions St.
Plymouth MI, 48170.
Attn: Repair Department