



When you ship in your system use the following fillable form. Please sign and include the form in the box when shipping. Please ship your equipment with a shipper that will provide a tracking number and insurance.

Backup your system before shipping. It is very important to have a [good backup](#).

If you have any questions before you ship your system please contact us. We are here to help.

Instructions:

Step 1: Fill out our shipping information form. If you use Acrobat or Acrobat Reader the shipping label will automatically fill in. If you use Preview you will have to manually enter your shipping information. We need the form signed to begin work. **Place the completed form between your MacBook screen and keyboard or taped to the front of your iMac so it is easy to spot.**

Step 2: Use the original box and packing for your Mac if you still have it. If you do not have the original box, you will need to find a sturdy box for shipping. You can purchase a box at any office supply store. Most shippers will also package your computer for a small fee.

Step 3: Wrap the Mac in bubble wrap for protection during shipping. FedEx advises three to four layers of bubble wrap. Secure the bubble wrap around the computer with tape. For more information about packing and shipping you check the [FedEx](#) or [UPS](#) sites.

Step 4: Put a couple inches of foam packing peanuts or other packing materials along the bottom of the box. You do not want the computer to rest against any side of the box, because it could get damaged during transit if the box gets knocked around.

Step 5: Insert the bubble-wrapped computer into the box and fill around it with proper packing.

Step 6: Wrap any accessories that go with the computer in bubble wrap and insert them into the box as well. **Remember in most cases we do not need your power adapters or cords unless requested by the tech that helped you set up the service call.**

Step 7: Fill the rest of the box with packing materials so that the computer and accessories do not move around during transit.

Step 8: Tape up the box on both the top and the bottom when you have finished packing it. Don't forget to tape around the corners as well.

Step 9: Send the package through the regular mail at your local post office or with an expedited shipper such as FedEx or UPS. Purchase insurance from the shipping company to cover any possible damage that happens during transit. We are not responsible for any damage that may be caused by shipping.

Tip: Put your mailing label on the top of the box so that package handlers will be likely to keep the box sitting upright.



Client Information

Name _____ Date _____ Referral Source _____

Phone _____ E-mail _____

Company Name _____ PO# (attach if Possible) _____

Address _____ City _____ State _____ Zip _____

Equipment Details

Passwords: For your security please do not include any usernames or passwords in this document.

Serial# _____ Type of Equipment _____

Data

- Yes I want The MacGuys+ to back up my data (billable) No I'm Good
- If yes, do you want it copied to media and given to you at the end of service (billable)? Or
- Backup to Client Provided Media

Repair Options

Provide any notes you think are important to the repair. We will also call to confirm the details when your package arrives.

Notes:

I hereby agree to The MacGuys+ terms and conditions. You can read the terms and conditions at: www.themacguys.com/terms

Signature _____ Date _____

Send this form and your equipment to: The MacGuys+, 1650 West End Blvd #100, St. Louis Park, MN 55416

Thanks for reaching out to The MacGuys+ for your Mac Support needs

Shipping Label

Your name should auto-fill into the boxes below to create the return address. If not you can manually add your address.

From

To



The MacGuyst+

1650 West End Blvd #100
St. Louis Park, MN 55416

Print and cut out the shipping label and adhere to your box.
Or use the label provided by your shipper.