



----- IMPORTANT INSTRUCTION FOR RECALL/OVERDUE NOTICE -----

Dear: [FS Name / Service Manager]

You are receiving this notice because our records indicate there are items approaching the calibration due date or are past due for calibration. ***Please complete steps 1 through 5 on the attached form and email to SJO.apac@trescal.com.*** In the event Past Due items have already been returned to Trescal and there are no items due for calibration below, you may disregard this email. Please Do Not submit the form twice, all inquiries or request email to SJO.apac@trescal.com.

- 1) Trescal will ship replacements for items approaching or overdue their calibration due date once PMI receives the attachment form to this email within **5 business days** to of this notice.
- 2) The replaced equipment is to be returned to PMI within **10 business days** of receipt of replacements. Use preprinted return label and use existing packing material for all returns.
- 3) Any previously replaced equipment that have not been received by Trescal will continue to show as Past Due on this notice until those items have been received and updated in our data base. To permanently remove items from your inventory or to make corrections and changes, please complete Trescal's Calibration Disposition Form and submit. [Trescal's Disposition Form](#)
- 4) Emergency Orders: For emergency replacement orders for damaged, lost or stolen items, please complete PMI's Emergency Replacement Form and submit. [Trescal's Emergency Form](#)
- 5) Onboarding / Exiting Employees: For Service Managers to onboard new hires, Re-Issue equipment or to return equipment for inventory from exiting employees, complete Trescal's Onboarding / Exit Request Form and submit. [Trescal's Onboarding / Exit Form](#)
- 6) Ship Equipment back to: **Trescal**

**625 River Oaks Parkway San Jose CA 95134
Attn: Dion Salman
Phone No. 408-733-8600 x1380**

Please complete the attachment form and submit. Your reply is acknowledgment of receipt of this notice and will start the shipping process for replacement items.

Thank you,
Trescal

EQUIPMENT RECALL / OVERDUE NOTICE FORM

For Account No. 4039

Verify by checking the appropriate boxes below and submit Form to PMI to pmiapac@pmi-cal.com

Step 1 - Is current Information correct? YES ☐ NO ☐ If YES, please skip to Step 3

- a) Name: FS / Service Manager: [Custom1]
- b) Email: FS / Service Manager: [Custom2]
- c) FS Shipping Address: [Custom3]

Step 2 - Enter Correction

- a) Name: FS / Service Manager:
- b) Email: FS / Service Manager:
- c) FS Shipping Address:

Step 3 – Enter a One-Time Ship to Address (if it's different from shipping address in Step 1)

Step 4 - Review and verify if the equipment information on the attached recall equipment list

A) Equipment Approaching the calibration Due Dates (see attachment)

Is the information correct? YES ☐ NO ☐

If "No" complete PMI's Disposition Form to correct any changes and errors. [PMI's Disposition Form](#)

B) Equipment That Is Past the Calibration Due Dates (see attachment)

Is the information correct? YES ☐ NO ☐

If "No" complete PMI's Disposition Form to correct any changes and errors. [PMI's Disposition Form](#)

Step 5 – In the boxes below, individually enter ALL asset numbers below for both "A" and "B" above as record for all replacement items expected under this request. Example:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

Submit Form

Print Form

EQUIPMENT RECALL / OVERDUE EQUIPMENT LIST
Review and verify that the information is correct

A) Equipment Approaching the calibration Due Dates

If information is incorrect complete PMI's Disposition Form.

[illegible]

B) Equipment That Is Past the Calibration Due Dates

If information is incorrect complete PMI's Disposition Form.

[illegible]