

Album Repair/Remake Form

Instructions: Before sending repair, you must call the Repair Department at 800-810-5745 to receive a Repair Authorization Number. If the repair is due to a Zookbinders error, we would also be happy to schedule a call-tag to have the album shipped back. If this is a request for a remake, please speak with a customer service rep after filling out the form below. Once this is completed, please enclose with the album to be repaired OR send the digital file to the customer service rep for a remake. The average turnaround time for repair is approximately 2 weeks.

Original Order #:	<input type="text"/>	Repair Auth #:	<input type="text"/>
		<i>(If Applicable)</i>	
Studio Name:	<input type="text"/>	Order Name /	<input type="text"/>
		Cust Reference:	<input type="text"/>
ZB Contact:	<input type="text"/>	Account Name/#:	<input type="text"/>
Album Size:	<input type="text"/>	Cover Type:	<input type="text"/>

Reason For Request:

Special Instructions:

(i.e Drop ship address, new instructions, new images to be uploaded, etc.)

General Instructions

Contact a customer service representative to confirm proper print replacement and page numbers.
Please insure your package and obtain a tracking number when shipping. Zookbinders cannot be responsible for package lost or received damaged.
For specific price quotes, please contact Zookbinders Repair Department.

Ship Repairs to:
Zookbinders Inc.
Attn: Repair Department
151 South Pfingsten Road, Suite K
Deerfield, IL 60015

OFFICE USE ONLY

Workflow (Album) Type:	<input type="text"/>	Key Account:	<input type="text"/>
		<i>(If applicable)</i>	
		Ticket #:	<input type="text"/>
Date & Initials:	<input type="text"/>	Cover Material/Color:	<input type="text"/>