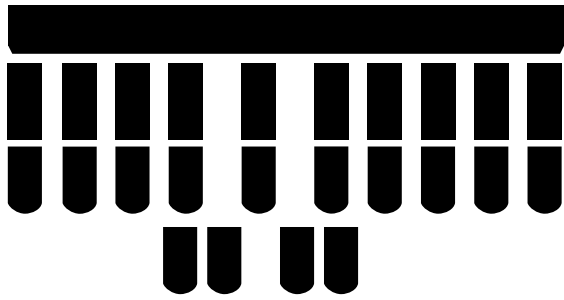


PERSONAL TOUCH



Complete Steno Service

Victor Nolasco

601 Middle Rd. #10 Belmont, CA 94002

415.584.3893 • ptsteno@sbcglobal.net

www.ptsteno.com

Please contact us before sending your machine. This form must be included with your machine.

My machine needs a refurbishment/overhaul/cleaning

My machine needs to be repaired

When was your last cleaning/pads _____

Please list the problems that you are having

I would like my machine returned to the following address

Name _____

Company _____

Address _____

Suite # _____

City _____ State _____ Zip Code _____

Phone _____

Email _____

Date Shipped _____

Date You Need Your Machine Back _____

Payment information

Paypal (I will send you a request to your email address VIA PayPal)

Check enclosed (Make Payable to Personal Touch Steno Services)

When you ship your machine please send the tracking number via email to ptsteno@sbcglobal.net

Please Call if You Need an Exact Return Date on Your Machine