

308 Peruville Rd.  
Freeville, NY 13068  
607.533.7434



office use only

inv: \_\_\_\_\_

bin: \_\_\_\_\_

## Snow Shipping Form

Page 1 of 3

For fastest service please complete all three pages of this form.  
**Don't forget to sign at the bottom of the *third* page.**  
Incomplete information may cause delays.

Today's Date \_\_\_/\_\_\_/\_\_\_\_\_ (MM/DD/YYYY)

### Contact Information

Name: \_\_\_\_\_

Company Name(if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Email (for shipping notification and tracking): \_\_\_\_\_

### Payment Methods Accepted:



\*\$20 surcharge applies  
certified funds only

Payment Method Taken at time of estimate

### Return Shipping Info

Destination: Residential  Commercial

Carrier:  UPS  Fedex  USPS

Service Type:

Ground  Express\* \_\_\_\_\_ Days

\*Please specify, next day, 2 day, 3 day, etc

Signature Required:  No  Yes

Insurance Desired?:  No  Yes\*

If Yes, specify coverage amount \$ \_\_\_\_\_

\*Cost is approximately \$8 per \$1000 of coverage

### Shipping Address: (if different from above)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

This information is added to your customer file to ensure you receive the most accurate and personalized tuning available

### Vehicle and Rider Information

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Mileage: \_\_\_\_\_  mi  km

Rider Weight (w/out gear): \_\_\_\_\_  lb  kg

Additional Weight: \_\_\_\_\_  lb  kg  
(Luggage, Passenger, etc)

Comments about current suspension setup:

	Standard (no mods)	Modified	Notes
Front Shock	<input type="radio"/>	<input type="radio"/>	_____
Front Springs	<input type="radio"/>	<input type="radio"/>	_____
A-Arms	<input type="radio"/>	<input type="radio"/>	_____
Skis	<input type="radio"/>	<input type="radio"/>	_____
Carbides	<input type="radio"/>	<input type="radio"/>	_____
Sway Bar	<input type="radio"/>	<input type="radio"/>	_____
Center Shock	<input type="radio"/>	<input type="radio"/>	_____
Center Spring	<input type="radio"/>	<input type="radio"/>	_____
Rear Shock	<input type="radio"/>	<input type="radio"/>	_____
Torsion Springs	<input type="radio"/>	<input type="radio"/>	_____
Skid Type	<input type="radio"/>	<input type="radio"/>	_____
Stud #	<input type="radio"/>	<input type="radio"/>	_____
Rail Extensions	<input type="radio"/>	<input type="radio"/>	_____
Track Length	<input type="radio"/>	<input type="radio"/>	_____
Paddle Height	<input type="radio"/>	<input type="radio"/>	_____

## How can we help?

### Basic Services

- Rebuild
- Service Parts

### Modify Shocks

- Revalve
- Spring Kits

### Revalve Package\*

- Front
- Rear

\*packages vary depending on vehicle. Visit website or call 607-533-7434 for more information



**Instructions:**

1. Clean all shocks thoroughly (there is a \$10 surcharge for washing components)
2. Remove all unnecessary covers, bolts, linkages, etc.
3. Secure eyelet spacers and bearings with a zip-tie to prevent loss during shipping (all items received are inventoried upon arrival. Hygear Suspension is not responsible for any parts lost in transit.)
4. Wrap each shock separately and place in a sturdy box
5. Please complete all three pages of this form and initial and sign below (incomplete information may result in delay of Job)
6. Ship shocks with completed shipping form to the following address:

**Hygear Suspension  
308 Peruville Road  
Freeville, NY 13068**

---

**All shocks must be disassembled and fully inspected before an estimate can be written for your approval. When should we first contact you?**

**Please disassemble my shocks when they arrive, and call me with an estimate**

This option stream lines the check in process and speeds up your turn around time.

**Please call me before disassembling my shocks**

Customer service is a priority at Hygear Suspension. If you prefer, a technician can call you before your shocks are disassembled and the estimate is written. Please keep in mind your shocks may take longer to process if this box is checked and we are unable to get in touch with you.

---

**Choose your turnaround speed**

**Normal Turnaround Service**

Hygear Suspension's normal turnaround time is 7-10 business days from when shocks are received. Turnaround time may be longer for shocks that are reworked, have extensive damage, need additional parts, or if chassis measurements are required.

**Rush Service**

Rush service is available for an additional \$50.00 per shock received. Rush service turnaround time is a maximum 5 business days turnaround from when shocks are received. This turnaround time is not guaranteed and will not apply to shocks that are reworked, have extensive damage, need additional parts, or if chassis measurements are required. If turnaround time is not met, there will be no charge for rush service. THIS IS NOT A GUARANTEED SERVICE

---

**Hygear Policy**

- Every effort is made to keep pricing as accurate as possible, however all pricing quoted by email, phone, or the website is subject to change.
- Estimates are written after a thorough inspection of your components. A new estimate will be written and customer will be contacted if previously unforeseen parts or services are required to complete the work order
- Customer service is our number one priority, authorization by customer is required before any work will proceed or be completed.
- If service is declined after estimate has been written, there will be a fee charged for estimate/teardown
- Payment method is to be provided upon approval of the estimate
- Balance is due in full before pickup or delivery. Accounts over 30 days past due may accrue interest charges. Hygear Suspension is not responsible for any customer components after 90 days from completed invoice date.
- Hygear Suspension is not responsible for any items lost or damaged in transit

---

**Please sign below, indicating that you have read and agree to all policies stated in this form.**

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_

**Customer Service, Performance, and Care for your equipment is our #1 priority**