



**Please complete this form and include a copy with your shipment or email to [helpdesk@ultreya.biz](mailto:helpdesk@ultreya.biz)**

Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Item(s) being shipped (include **make, model, and serial number** if known. Please note any power cords or USB cables included):

Issue with item(s) being shipped:

***NOTE: If sending a printer, your machine must contain an adequate amount of ink for us to properly test.***

**Ship to:  
Ultreya Solutions Group  
708 Missouri Blvd  
Jefferson City, MO 65109**

Contact:  
Ultreya Helpdesk  
573-659-0660 ext 1  
[helpdesk@ultreya.biz](mailto:helpdesk@ultreya.biz)  
[www.ultreya.biz](http://www.ultreya.biz)