

NVG SERVICE INSTRUCTIONS

You must open a requisition for NVG service, and send a copy with your shipment (When your shipment returns to you, close the requisition).

NVGS WITHOUT A REQUISITION CANNOT BE SERVICED.

DO NOT ENTER AN INVENTORY ITEM. Put NVG in the non-inventory block.

The requisition has a “Request from” area. **This is not where the request is coming from.** Select where you are requesting something from (example: SHV).

The requisition also has a “Ship to” area. Choose where you are sending it (example: SHV).

A packing slip must be created for your shipments.

SHIPMENTS WITHOUT A PACKING SLIP WILL BE PLACED IN QUARANTINE.

When a repair or inspection is needed, ship your equipment to:

Night Vision Shop
Metro Aviation Inc.
1214 Hawn Ave
Shreveport, LA 71107

Include in your shipment:

- **All accessories including the helmet mount and battery pack**
We have to inspect all of your equipment
- **A completed NVG Service Request**
Provide an accurate return address
Describe any problems you have with the equipment
- **A completed Inventory Worksheet**
We'll inventory the items upon arrival
- **A completed Maintenance Log**
DO NOT PRINT A NEW LOG UNTIL YOU FILL THE OLD ONE
Fill out the first three columns
Store the log in the soft case

Use the slowest shipping method, unless faster shipping is necessary.