

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).

PLEASE DO NOT SEND US A COPY OF THESE INSTRUCTIONS.

NVGS WITHOUT A REQUISITION CANNOT BE SERVICED.

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

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

Please place a copy of the requisition in your box.

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
- **NVG Log Book**
Complete the 2nd section of the log book: “Engineering Report”

Always use the slowest shipping method, unless faster shipping is necessary.