



Customer Drop-off & Pick-ups

The Office Door Will Remain Locked

Customer Drop-offs:

1. Please complete supplied intake sheet
 - Contact information, device information, passwords, and description of problem.
2. Once completed place sheet with device and leave beside table.
3. Please ring doorbell, we will acknowledge drop off. Then once you've left, we will bring into our office.

Customer Pick-ups:

1. Please let us know when you're coming
 - Payment method can be arranged at this time
2. Device will be set out in lobby for pick up
3. Please ring doorbell and we will acknowledge pick up

Feel free to call us at **(519) 440-0151** if you have any questions.