

Pre-outage Checklist

Thank you for allowing United Servo Hydraulics Inc. to service your turbine equipment during your upcoming outage. It is our goal to provide you with the very best service in the industry. In order to achieve optimum service and turn-around during these critical times, we rely on your feedback. Certain information is critical for us to know in advance.

The following questions will allow your Account Executive to prepare for this outage, insuring proper scheduling and projection of certain plans to make your outage flow smoothly.

Please let me know if you have any questions or concerns. Thank you in advance for your support. We appreciate your continued loyalty to United Servo Hydraulics. Thank you once again for allowing us to service your components.

Sincerely,

Mark E. Allen

Vice President of Sales

SHIPPING & INVOICING	INSTRUCTIONS
<p><i>*Our seasonal outage shop schedule is determined by on your outage timeline along with that of other supported projects. Early arrival of your units doesn't guarantee an improved back on site date. However, United Servo understands the impact of an outage and will do our best to adjust as your timelines adjust. We thank you advance for communicating timeline changes as quickly as you are able.</i></p>	
What are the dates of this outage?	
What date will your units arrive at our facility?	
<ul style="list-style-type: none"> ▪ Is there a chance that your on-site date will change? * 	
What date will your units need to be back on site at your facility?	
<ul style="list-style-type: none"> ▪ Who is responsible for setting up shipping arrangements to our facility? 	
<ul style="list-style-type: none"> ▪ Who is responsible for setting up shipping arrangements back to your facility? 	
<ul style="list-style-type: none"> ▪ Based on receiving limitations at your facility, what type of truck is preferred? 	
Please provide the contact information for the person responsible for approving final pricing.	
Who is responsible for receiving the units back on site?	
What are your receiving hours?	
Who should we reach out to for an amended PO once final repairs are approved?	
Is there a purchase order in place? If so, what is the PO number?	

ABOUT YOUR UNITS	
How many actuator assemblies will you be sending in?	
Provide the manufacturer of the units coming in?	
List additional units here:	
List additional units here:	
Have you provided schematics and/or photos to us?	
What type of fluid are you running in your system?	
What type of turbine are your units off of?	
Our standard rebuild process includes the clean and calibration of your existing valves. If you prefer new valves be installed on your rebuilt actuators, please provide the following:	
Will you provide the new valves?	
If a quote for new valves is needed, please provide make, model, and quantity. <i>(Ability to quote is based on lead-time and availability)</i>	
PRESHIPMENT CHECK LIST	
Remove all electrical components prior to shipment.	
Remove all LVDT and Brackets (We do not test or stock spares for these components)	
<i>Westinghouse Only:</i> Notify USHI within four weeks if you plan to send in mounting brackets. Additional machining may be required and could delay turn-around without ample notice.	
COMMUNICATION	
How do you prefer to be contacted by your Account Executive?	
Provide Alternate numbers or e-mail addresses	
Are there other individuals that should be copied on e-mail correspondences?	
Additional Comments:	