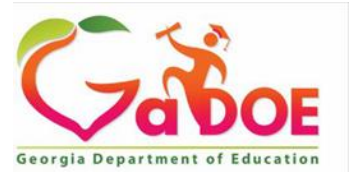



# Georgia Instructional Materials Center Equipment Repair Request

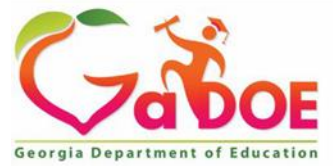


Teacher Name:	District:	
Email:	Phone:	
Equipment Description: (Brillers, see below)		GIMC Barcode Number:
Address where you want Equipment returned:		
Problem(s) and Troubleshooting: <i>Districts may be responsible for damage to equipment other than that caused by normal use.</i>		
Will this equipment be returned and used by the same student?	Yes	No
Signature:		
Date:		

## Directions for sending materials back to the GIMC

- Box the materials securely using an appropriately sized box
- Include this form
- Address the box to:
  - GIMC Macon Repository
  - 2895 Vineville Ave
  - Macon, GA 31204
- Write the school system name in the return address portion of the box or label
- Mark the box as **Free Matter for the Blind**
- Deliver to the Post Office

# Georgia Instructional Materials Center Braille Repair Information



Instructions: Braille will be repaired based on the funding source of the original purchase.

GIMC bar-coded braille:

1. Complete Equipment Repair Request ([www.gimc.org](http://www.gimc.org) → Educator Tab → Equipment Repair).
2. Follow shipping instructions on form

Non-GIMC braille:

1. Obtain district authorization for repair
2. Contact Central State Prison for instructions (Angie Scott, 478-471-2313 or [angie.scott@gdc.ga.gov](mailto:angie.scott@gdc.ga.gov))
3. Follow district procedures for purchasing/procurement

Note: A \$50.00 flat repair fee plus parts will be invoiced to the district.

Notice:

The following braille will not be repaired:

1. APH and Perkins Next Generation Braille



# Georgia Instructional Materials Center Braille Repair Information

## 2. APH and Perkins Electric Braille



## 3. APH and Perkins SMART Braille

