



Sales & Administrative Offices:
322 Laurel Street • Pittston, PA 18640
570-655-2811 • 800-338-9997 • FAX: 570-655-3422
E-Mail: sales@interstatebldg.com

Window Manufacturing Plant:
3000 North Township Boulevard • Pittston, PA 18640
570-655-2811 • FAX: 570-655-3242

INTERSTATE WINDOW & DOOR SERVICE REQUEST FORM

Date: \_\_\_\_\_

Property Owner:

Interstate Warranty No.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Dealer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Window Information:

Model: \_\_\_\_\_ Interstate Invoice #: \_\_\_\_\_ Line Item on Invoice: \_\_\_\_\_ Order Date: \_\_\_\_\_

Style: \_\_\_\_\_ Size: \_\_\_\_\_

Color: \_\_\_ White \_\_\_ Adobe \_\_\_ Bronze \_\_\_ Painted Color #: \_\_\_\_\_

Plant: Top Sash Only: \_\_\_ Bottom Sash Only: \_\_\_ Entire Window: \_\_\_ Full (F)/Half(H) Screen \_\_\_

Laurel Street: Orderable Parts \_\_\_\_\_

Warranty Issue: \_\_\_ Yes \_\_\_ No (To be determined after inspection)

Issue/Concern:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Directions/Notes:

\_\_\_\_\_
\_\_\_\_\_

Corrective Action/Resolution:

\_\_\_\_\_
\_\_\_\_\_

Send this form to: F 570-655-3242 (Repair) • F 570-655-3422 (Orderable Parts) • Email: service@interstatebldg.com

Labor: \_\_\_\_\_ In Shop \_\_\_\_\_ Jobsite/Travel \_\_\_\_\_ Warranty (N/C)