



## Warranty/Service Request Form

FAX OR EMAIL COMPLETED FORM AND PHOTOS TO -  
**FAX: (570)-655-3242      EMAIL: service@interstatebldg.com**

**Dealer Information:** \_\_\_\_\_ **Date:** \_\_\_\_\_

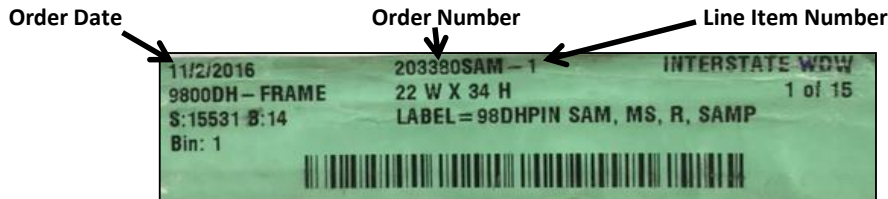
Dealer Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Cell:

**Property Owner:**

Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Cell:
<b>BEST TIME TO CALL:</b>	<b>BEST TIME OF DAY FOR SERVICE:</b>	

**Note:** The information needed to process this request is on a label located up inside the head of windows, and at various points of the frame exterior (accessible only before installation). At the Top/Center of each label is a six digit number that may be followed by a letter(s), with a dash and number, immediately after the dash. These are the Order number and specific line item number for that unit. The Order Date is located in the upper left corner of the same label.

*This information submitted on this form is required to proceed with any service or warranty request.*



**INTERSTATE ORDER #:** \_\_\_\_\_

<b>ORDER DATE:</b>	_____
<b>INSTALL DATE:</b>	_____

*Photos of the requested service are required on each item listed below. We require a close-up photo of the issue, and photo's of the entire unit from both interior & exterior. Please insure all photo's are in focus, clear, and issue is easily viewable to avoid delays in processing your request.*

**\*\* PLEASE NOTE:** All parts requested are based on Exterior view. Please specify if requested sash parts are from LOCK sash or KEEPER sash.

LINE ITEM #	BRIEF DESCRIPTION OF ISSUE	PARTS NEEDED TO COMPLETE	PHOTOS ATTACHED	PARTS ONLY	SERVICE TECH REQUESTED - FEE MAY BE APPLICABLE
			YES		

*Issues determined to be a result of faulty or improper installation may incur additional charges for Parts and/or Service Technician. Interstate may require return of all defective parts for inspection. All non-warranty issues will incur the standard charges. Concealed damage requests are valid only within 7 days of delivery. Failure to submit this form and/or incomplete information may cause a delay in processing a claim.*