

Service Asset Warranty Claim

1. Claim Information

Claim No. _____ Date _____ / _____ / _____
Submitted By _____ Department _____

2. Asset Details

Asset Name _____
Asset Tag / Serial No. _____
Model / Type _____
Purchase Date _____ / _____ / _____
Warranty Expiry _____ / _____ / _____
Supplier / Manufacturer _____

3. Fault / Issue Description

4. Actions Taken

5. Attachments

- Copy of purchase invoice
- Photographs (if applicable)
- Correspondence records
- Other: _____

Requested By:

Date: _____ / _____ / _____

Approved By:

Date: _____ / _____ / _____

Important Notes:

- Ensure all details are accurate to avoid claim delays or rejection.
- Attach required supporting documents for faster processing.
- Claims should be submitted before warranty expiry date.
- Retain a copy of this form and all communications for your records.

- Incomplete forms may not be processed.