

Service Asset Warranty Document

Reference Format: Excel Sheet

Warranty Asset Register

Asset ID	Asset Name	Serial Number	Description	Purchase Date	Vendor Name	Warranty Start	Warranty End	Warranty Period
SA001	Laptop	SN123456	HP EliteBook 840 G6	2023-05-10	ABC Solutions	2023-05-11	2026-05-10	3 Years
SA002	Printer	PR33412A	Canon ImageRunner ADV	2022-08-20	Canon Store	2022-08-21	2025-08-20	3 Years
SA003	Router	RT998877	Cisco RV340	2021-03-15	NetTech Ltd.	2021-03-16	2024-03-15	3 Years

Important Notes

- Maintain updated records to track asset warranty status and renewals.
- Check warranty before requesting repairs or replacements to avoid unnecessary costs.
- Ensure contract and purchase documents are available for warranty claims.
- Update the register immediately after asset procurement or warranty expiration.
- This document supports timely service requests and risk management for assets.