

# Service Claim Asset Warranty Checklist

**Document No.****Date****Prepared by**

## Asset Details

**Asset Name****Asset ID / Serial No.****Model****Location****Purchase Date****Warranty Expiry****Supplier / Vendor**

## Service Claim Details

**Date of Issue Reported****Fault / Issue Description**

## Checklist

No.	Checklist Item	Status (Yes/No/NA)	Remark
1	Asset is within warranty period		
2	Original purchase invoice attached		
3	Warranty terms & conditions checked		
4	Physical condition inspected (no user damage)		
5	Fault/Issue falls under warranty coverage		
6	Service request form completed		
7	Photographs of asset (if applicable)		

No.	Checklist Item	Status (Yes/No/NA)	Remark
8	Communication with supplier/vendor documented		

## Remarks / Additional Notes

Enter any additional remarks or notes here

## Approval

### Reviewed By

Name

### Date

### Signature

Signature

### Important Notes:

- This checklist is used to ensure all requirements for asset warranty claim are met before submission.
- Incomplete documents may result in claim rejection or delay.
- Maintain copies of all supporting documents for record-keeping.
- Verify warranty conditions with supplier/vendor for each claim.
- This document must be signed by the designated reviewer or authorized personnel.