

# Service Claim Asset Warranty Checklist

Document No.

Enter Document Number

Date

Prepared by

Name

## Asset Details

Asset Name

Asset Name

Asset ID / Serial No.

Serial Number

Model

Model

Location

Location

Purchase Date

Warranty Expiry

Supplier / Vendor

Supplier/Vendor

## Service Claim Details

Date of Issue Reported

Fault / Issue Description

Describe the reported issue or fault

## 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.