

Asset Warranty Service Claim Document

1. Claimant Information

Full Name:

[Claimant Name]

Contact Number:

[Phone Number]

Email Address:

[Email]

Department/Location:

[Department/Location]

2. Asset Details

Asset Name:

[Asset Name]

Asset ID/Tag:

[Asset ID]

Brand/Model:

[Brand/Model]

Serial Number:

[Serial Number]

Purchase Date:

[Purchase Date]

Warranty Expiry:

[Warranty Expiry Date]

3. Issue Description

[Brief Description of the Issue Encountered]

4. Service Requested

[Replacement / Repair / Inspection / Other: Specify]

5. Attachments

[Attach Invoice, Warranty Card, Photos if applicable]

6. Declaration

I confirm that all provided information is accurate to the best of my knowledge and the asset is still within the applicable warranty period.

Signature:

Date:

[Date]

Important Notes:

- Ensure all asset and claimant details are filled accurately to avoid processing delays.
- Claims must be submitted within the warranty period and accompanied by proper proof-of-purchase.
- This document does not guarantee claim approval; eligibility depends on warranty terms and conditions.

- Retain a copy of this document and all attachments for your records.