

# Standard Asset Warranty Claim Document

Document No.	_____	Date	_____
Claimant Name	_____	Contact	_____
Department	_____	Email	_____

## Asset Details

Asset Name	_____	Model/Type	_____
Asset Tag/Serial No.	_____	Date of Purchase	_____
Supplier	_____		

## Warranty Claim Details

Date of Failure/Issue	_____
Description of Issue	_____
Action Requested	_____

## Supporting Attachments

- Copy of Purchase Invoice: \_\_\_\_\_
- Photographic Evidence (if any): \_\_\_\_\_
- Other Relevant Documents: \_\_\_\_\_

\_\_\_\_\_  
Claimant's Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Person (For Office Use)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Ensure all required details and supporting documents are provided for quick processing.
- This form should be submitted promptly following discovery of the asset issue.
- Warranty claims are subject to terms and conditions of the original purchase agreement.
- Incomplete forms or missing documentation may delay the processing of your claim.

