

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.

