



Sales Order #: \_\_\_\_\_

Dealer: \_\_\_\_\_

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

# Service Inspection Request

Homeowner: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Job Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Condo/Unit#: \_\_\_\_\_

Dealer Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Jobsite Info (highlight appropriate):**

New Const.	Existing Res.	Condo
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**Special Jobsite Notes:**

Builder Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Line Item #'s: \_\_\_\_\_  
Color: \_\_\_\_\_

Series: \_\_\_\_\_  
Configuration: \_\_\_\_\_

**Issue(s) Reported (highlight appropriate):**

Bowed Panel/Stiles	Mis-Fabrication	Defective Glass	Damaged	Bad Paint
Panel Built Wrong	Locking Issues	Water Intrusion	Muntin Issue	Other

**Detailed Description of the Issue Reported (below):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Drawings must be attached to this sheet with the defective panels/parts/etc. circled.**

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

**Note: The Sales Order # must be provided for warranty work to take place.  
Non-warranty inspections will be subject to a fee.**