



# DEALER SERVICE REQUEST FORM

Rev: November 2020

## DEALER INFORMATION

ISSUE DATE: \_\_\_\_\_

\*Dealer Name: \_\_\_\_\_

\*Verified By: \_\_\_\_\_

Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

## VWD ORDER INFORMATION

\*Original P.O.: \_\_\_\_\_

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

\*VWD Order #: \_\_\_\_\_

\*Line Number(s): \_\_\_\_\_

\*Line Item(s): \_\_\_\_\_

\*Describe Issue: \_\_\_\_\_

To Order:

Please send the completed section above to [service@vinylwindowdesigns.com](mailto:service@vinylwindowdesigns.com) or fax completed form to 1-416-741-6303 or 1-800-565-5292.

Include pictures and any relevant information for more efficient service.

PLEASE NOTE: \*Only completed Service Request Forms can be processed.

## REQUEST FOR ON-SITE SERVICE

Please note, labour & travel charges are not covered by the Vinyl Window Designs Ltd. Warranty and will be charged on a per unit basis when a factory technician has been requested.

Please fill out the homeowner's information below to request on-site service:

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

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Available in selected Ontario areas