



# INTERIOR SUPPLY DIRECT WARRANTY SERVICE REQUEST FORM

PLEASE MAIL/EMAIL OR FAX THIS FORM TO:

MAIL: INTERIOR SUPPLY DIRECT – WARRANTY DEPT.  
3674 N. PEACHTREE ROAD  
ATLANTA, GEORGIA 30341

EMAIL: [warranty@interiorsupplydirect.com](mailto:warranty@interiorsupplydirect.com)

FAX: 770-248-0009

DATE RECEIVED: \_\_\_\_\_ COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: OFFICE \_\_\_\_\_ CELL \_\_\_\_\_

### Items of Concern:

1. \_\_\_\_\_  
Unit Type      Unit #                      Issue
2. \_\_\_\_\_  
Unit Type      Unit #                      Issue
3. \_\_\_\_\_  
Unit Type      Unit #                      Issue
4. \_\_\_\_\_  
Unit Type      Unit #                      Issue
5. \_\_\_\_\_  
Unit Type      Unit #                      Issue
6. \_\_\_\_\_  
Unit Type      Unit #                      Issue
7. \_\_\_\_\_  
Unit Type      Unit #                      Issue
8. \_\_\_\_\_  
Unit Type      Unit #                      Issue

FOR OFFICE USE ONLY	
DISPATCH DATE	_____
WARRANTY PERIOD	_____
WARRANTY REP	_____
REQUEST #	_____
PROJECT #	_____
CLOSED DATE	_____

FOR OFFICE USE ONLY		
Warranty	Courtesy	Maintenance

Warranty & courtesy indicates ISD will service at no charge to customer.  
Maintenance is customer's responsibility and an invoice will be given for services rendered due upon receipt.

The above items have been reviewed by the Warranty Service Administrator and have been forwarded to our Service Representative \_\_\_\_\_, who will contact you within (48) hours from the date this request is received to set up an appointment to discuss and inspect the issues with product. If our inspection deems the item of concern not to be a warranty issue, then an additional trip charge will be assessed on invoice at time of inspection for services rendered. Please carefully review the limited one year warranty certificate found in the closeout documents issued at the end of project before submitting warranty request. Our technicians and/or subcontractors are available Monday thru Friday 8:00 am to 5:00 pm only. Please contact us at 770-248-0006 with any questions regarding your service request.

Sign when ALL items have been completed in an acceptable manner.

\_\_\_\_\_  
INTERIOR SUPPLY DIRECT REP

\_\_\_\_\_  
CUSTOMER

\_\_\_\_\_  
DATE