



**Service Request**

This form must be filled out by the purchasing dealer  
**PLEASE FAX SERVICE REQUESTS TO: FAX (310) 590-1095**

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

City: \_\_\_\_\_ Request Written By: \_\_\_\_\_

Contact: \_\_\_\_\_ Approx. Date of Original Order: \_\_\_\_\_

Phone #: \_\_\_\_\_ Original MWC Sales Order # \_\_\_\_\_

Fax #: \_\_\_\_\_ Item # \_\_\_\_\_

Owner: \_\_\_\_\_ "Ship To" Address: (required if shipping) \_\_\_\_\_

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

City/ST/Zip: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Site Phone #: \_\_\_\_\_ To Who's Attention: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Select One:  Schedule Service  Call  Ship To Dealer  Ship To Owner / Occupant

Service Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location In building: \_\_\_\_\_ Is there easy exterior access:  YES  NO  
(Someone must meet our service person at the job site unless prior arrangements are made)

Mark & Circle Appropriate Items:  Aluminum Door  Aluminum Window

Glass	Lock	Track	Water	Screen
Hinges	Strike	Rollers	Handles	Vinyl/Mohair

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

Select One:  Warranty  Chargeable  Total Cost = \$ \_\_\_\_\_

\*PLEASE NOTE: You will be charged for material and labor as a service call if Metal Window Corp (MWC) determines that the requested service is not a warranty issue (\$150.00 minimum). Be advised that simple jobsite adjustments are not covered by warranty. Please inspect all jobs prior to requesting service to avoid any back charges by MWC.

Signature: \_\_\_\_\_

Attach additional sheets if needed for description.