



# SERVICE CALL CHECK LIST

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The following information is required when placing a warranty service call. This information must either be provided by the TriMark Stakeholder (PM, FED, Salesperson, Account Manager, etc.) or they must provide enough information so the service department can pull the missing information from the system.

- ☒ Job # or Customer Order #
  - ☒ Date of sale
  - ☒ Business name and location
  - ☒ Site contact name and number
  - ☒ Manufacturer name
  - ☒ Model #
  - ☒ Serial #
  - ☒ Description of the specific problem requiring service
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**Please contact Jim O'Brien if you have any questions**

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