

ORIGINAL ORDER INFORMATION	
Sold To Company Name	Sales Order or Purchase Order Number (located under seat)
Address	Invoice Number
City/State/Zip	Order Date
Contact Name & Phone Number	

PRODUCT INFORMATION	
Chair Part & Quantity	Reason for Replacement
Chair Part & Quantity	Reason for Replacement
Chair Part & Quantity	Reason for Replacement

REPLACEMENT PART SHIP TO INFORMATION	
Ship to Company Name	Address
Contact Name & Phone Number	City/State/Zip

To complete a Warranty claim, please refer to the following instructions:

For missing parts, send completed Warranty Order Form along with a copy of the sales order acknowledgement to any of the contact sources as noted below.

If component replacement and/or repair work is required, please submit digital photos representing the damage along with a completed Warranty Order Form and copy of the sales order acknowledgement to any of the contact sources as noted below. **If photos cannot be supplied, it may be necessary to ship the defective item.** Please contact Customer Service directly for instructions.

Sources of contact: E-mail: loism@encoreseating.com Fax: 562.926.1963 Address: 13747 Midway Street, Cerritos, CA 90703

OFFICE USE ONLY			
Quantity	Part #/Description	Unit Price	Extended Price
Notes:			