URGENT Service Request

1604 North Illinois St. Swansea, IL 62226
618 / 236-7766 fax: 618 / 236-9717

WINDOOR Company, Inc.

Customer: _____ Job Name: _____

_____ _____

_____ _____

Phone: _____ Fax _____ Job Phone: _____

Cell: _____ ACCOUNT NO.: _____ Date: _____

Service Requested by:

Service Need:

Parts/Materials:

Quantity	Unit	SKU	Description	Code	Unit Price	Extension

Material Total	
Sales Tax	
Sub Total	
Total	

Labor: Hours _____ Per Hour _____

CONIRMATION:
please sign here and return by fax to authorize

P.O. #

Inspected by: _____

Work Performed by: _____

X _____
Customer Signature

Salesperson: _____

Vendor 1: _____

Vendor 2: _____

SPECIAL ORDERS:

Cannot Be Cancelled, Exchanged, or Returned

In most cases, Windoor offers professional review/measurement of customer's site free of charge. Customer acknowledges that any other information such as sizes and/or existing site conditions provided are the responsibility of the customer.

WARRANTY INFORMATION:

Windoor Company proudly extends the factory warranties of each vendor to our customer. In support of these manuacturer warranties, Windoor further offers free labor for a period of one (1) year from date of delivery.

NOTE: *This is a inter-office form to be used by Windoor Company. This is not a job estimate form and Windoor Company, Inc. is not liable or responsible for any pricing that may incur on this statement.*