



DOOR ASSEMBLY WARRANTY CLAIM FORM



CUSTOMER & PROJECT DETAILS



1. CUSTOMER INFORMATION

Company Name _____

Contact Name _____

Phone Number _____

Email Address _____

Distributor / Contractor _____



2. PROJECT INFORMATION

Project Name _____

Project Location _____

Belco Order Number _____

Purchase Order Number _____

Date of Shipment _____

Date Installed _____



3. PRODUCT INFORMATION

Product Type (check all that apply)

<input type="checkbox"/> Door Assembly	<input type="checkbox"/> Door Component
<input type="checkbox"/> Frame	<input type="checkbox"/> Sub-Assembly
<input type="checkbox"/> Other _____	

Opening / Floor / Location _____

Quantity Affected _____

Serial Number / Tag Number (if applicable) _____



4. CLAIM DESCRIPTION

Describe the issue in detail:

When was the issue first noticed? _____

Has the product been modified, repaired, or adjusted by others?

Yes No

If yes, please explain:



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SUPPORTING INFO & SIGN-OFF



5. SUPPORTING DOCUMENTATION

Please include the following with your claim:

- Photos of the affected product
- Photos showing the full installation
- Copy of purchase order or invoice
- Maintenance / service records, if available
- Description of site conditions
- Related inspection notes or reports



7. WARRANTY REVIEW NOTICE

Submission of this form does not automatically approve warranty coverage. Belco Doors will review the information provided and determine whether the claim falls within the applicable warranty terms. Warranty coverage may be denied if the issue is related to normal wear, misuse, improper installation, unauthorized modification, lack of maintenance, site conditions, or damage outside Belco Doors' control.



8. CUSTOMER SIGNATURE

Name: _____

Signature: _____

Date: _____



6. INSTALLATION / SERVICE INFORMATION

Installed By: _____

Servicing Company: _____

Date Last Served: _____

Site Conditions / Additional Notes:



9. BELCO INTERNAL USE ONLY

Claim Number: _____

Date Received: _____

Reviewed By: _____

Disposition: _____

Comments / Notes:

