



## Gienow Service Request Form

SO #: \_\_\_\_\_  
For office use only

Date: \_\_\_\_\_ (Mmm/dd/yr)      Order Taken by: \_\_\_\_\_      Original WON #: \_\_\_\_\_      Date Requested: \_\_\_\_\_ (mmm/dd/yr)

Service:  Lockout:  Call 1 hour before:  Prorate:  Waiver #: \_\_\_\_\_

Initiated by: Homeowner  Builder  Occupancy: Non-occupied  Occupied  Date: \_\_\_\_\_ (mmm/dd/yr)

Builder Name: \_\_\_\_\_ Job # \_\_\_\_\_ Account # \_\_\_\_\_

**Contacts:**

Primary - Contact Type: _____	Secondary - Contact Type: _____
Name: _____	Name: _____
Home Phone #: _____	Home Phone #: _____
Office Phone #: _____	Office Phone #: _____
Cell Phone #: _____	Cell Phone #: _____

**Site Address:**

Street: \_\_\_\_\_

Sub-Division: \_\_\_\_\_ City \_\_\_\_\_ Prov. / State \_\_\_\_\_ Postal Code Zip \_\_\_\_\_

Shipping Information: Same as above  Direct Ship:  Pickup:  Drop-off:  \*See note 1

Billing information: Homeowner:  Builder:  Override:  \*See note 1

Payment method <sup>note 2</sup>: PO: \_\_\_\_\_ Visa  Master Card  Exp: \_\_\_\_\_

N/C: \_\_\_\_\_ Warranty  Replacement

**Service Work to be Performed, Provide ALL Details Requested**

**Item: #1**

Frame      Room/Location: \_\_\_\_\_  
 Sash  
 Hdw/Locks      Qty: \_\_\_\_\_ Model: \_\_\_\_\_ Config: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_ Fixed:  Open:   
 Glazing  
 Grills      Configuration details: \_\_\_\_\_  
 Weatherstripping      Description Issue: \_\_\_\_\_  
 Color/Finish  
 Other      Special Instructions: \_\_\_\_\_

**Item: #2**

Frame      Room/Location: \_\_\_\_\_  
 Sash  
 Hdw/Locks      Qty: \_\_\_\_\_ Model: \_\_\_\_\_ Config: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_ Fixed:  Open:   
 Glazing  
 Grills      Configuration details: \_\_\_\_\_  
 Weatherstripping      Description Issue: \_\_\_\_\_  
 Color/Finish  
 Other      Special Instructions: \_\_\_\_\_

**Item: #3**

Frame      Room/Location: \_\_\_\_\_  
 Sash  
 Hdw/Locks      Qty: \_\_\_\_\_ Model: \_\_\_\_\_ Config: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_ Fixed:  Open:   
 Glazing  
 Grills      Configuration details: \_\_\_\_\_  
 Weatherstripping      Description Issue: \_\_\_\_\_  
 Color/Finish  
 Other      Special Instructions: \_\_\_\_\_

Note 1: If address is different from site address, please include all details in "Special Instructions"  
Note 2: Please note, we do not accept AMEX

Submitted by: \_\_\_\_\_