



CUSTOMER SERVICE/WARRANTY SERVICE CALL

Project Name _____
Lot # _____
Phase # _____
Builder Name: _____
Contact: _____
Contact Tel #: _____

Alternate Contact: _____
Alternate Phone: _____

Work Order Type:
Warranty _____ Non-Warranty _____
Extra Work Approval # (if applicable) _____
Homeowner Name: _____
Address: _____
City: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Production Stage Repair: YES _____ NO _____
Customer Service Repair: YES _____ NO _____

Appointment Scheduled: Date _____ Time _____

Description of Repair: _____

Material Needed: (if known) _____

Customer Service Rep Tel # _____

Customer Service Rep Fax # _____

Is there access to the home? YES _____ NO _____

Homeowner Signature: _____ Completion Date: _____

Notes: _____

Actual Repair Start Time: Date _____ Time _____ Actual Finish Time: Date _____ Time _____