

allseating



Parts Request

Document No: QSF-139
 Revision: 02
 Date Issued: 12/28/11
 Quality System Form

**Please fax or email completed form to Allseating Customer Service at 1-800-272-9911.
 Please note we will not be able to process orders if any of the bold areas are not completed.
 Please provide digital photo(s) along with a detail explanation of problem(s).
 Grey areas to be completed by Allseating.**

Date:	Dealer/Rep Name:	Contact Name:	Original WO#
Address/location:		Tel/Fax:	Original PO#
End User Name & Address:		Tax ID #:	New PO#

Ship To Address:

Company Name:	Attention of:
Street Address:	Tel:
City/State/Zip	Special Instructions:

P/N	QTY	ITEM/MODEL	DESCRIPTION	PROBLEM DETAILS	COST

NOTE: Allseating will determine product and/or parts disposition. If order is to resolve freight damage, a signed delivery receipt noting damages must be attached. All parts orders will be shipped via UPS Ground. Should you require expediting, please provide your own UPS/FedEx account number or prepay the shipment using a credit card.

TO COMPLETED BY ALLSEATING			
Brand Line:	Customer Code:	Original Invoice#	RA#