

Service Action Report

CUSTOMER/USER INFORMATION (Print or Type)

Name: First: _____ MI: _____ Last: _____

Company Name: _____

Shipping Address: Street: _____

City: _____ State: _____ Zip: _____

Phone Number(s): Home: _____ Work: _____

Problem Description (Print or Type)

Heater Model: _____ Heater Serial #: _____

Purchase Date: _____ Purchased From: _____

Installation Date: _____ Installed By: _____

Problem Description: _____

Service Action Performed (Print or Type)

**** Remember to include copy of invoice billing your customer as proof of labor being billed if you are requesting labor warranty.**

Parts Changed Out (Print or Type)

Service Representative Name: _____ Phone: _____ Date: _____

SERVICE INFORMATION:

- If service is performed during the warranty labor period **YOU MUST INCLUDE a service invoice** with this form and send it in to Terra-Therm Inc. by fax or mail.

- See Back for warranty Information

- Mailing Address: Terra-Therm Inc.
13128 - 240th Ave. Box 428
New Richland, MN 56072

Ph: (507) 463-3213
Fax: (507) 463-3215

We will forward your labor request to Microtherm for approval and compensation.