

Today's Date :        /        /

## IMPORTANT

The retailer must first look at consumers complaint at the job site. Should the retailer feel the complaint is valid and falls under Simba's warranty, fill out this Inspection Request Form.

E-mail to: info@simbaflooringcorp.com or Fax to: 604.285.9875

Or mail to: Simba Flooring Corp Claims Department 140-2368 No 5 Rd, Richmond, BC V6X 2T1.

**Please provide pictures clearly showing floor / area in question along with this form.**

## RETAILER INFORMATION *please fill out completely*

Retailer :  
 Address :  
 City : Province: Zip :  
 Phone # : Fax # :  
 Store's Email : Simba's Account # :  
 Contact Person :  
 Simba's Account Manager : Simba's Invoice # :  
 Product Description : Date of Sale :

## INSTALLER INFORMATION

Do It Yourself       Professionally Installed      Name :  
 Installer Provided by Customer      Phone # :      Installer # :      Date of Installation:

## HOME OWNER INFORMATION

Name :  
 Address :  
 City : Province : Zip :  
 Phone # : e-mail :

## RETAILERS INSPECTION REPORT *if necessary use additional sheet and attach to this form*

Date of Inspection :      Inspected by:      Floor Completely Installed: Yes | No  
 Square Footage Involved:      Problem Location:  
 Customer's complaint :  
 Inspector's findings :

*To avoid possible delays in processing your claim, please fill out completely and accurately.  
 If you have any questions or need assistance filling out this form, please call your Account Manager.*

**I certify that to the best of my knowledge the information given on this form is true and correct.**

Signature:

Print :

Date :