

Document code: QWI-201-F01
Revision No: 02
Page : 1/2

After Sales Services
Service Request Form



Sales Office

Date :	Customer Name :	Position :	Form No :
Person request service:	Date Purchased :	Seller Name :	Customer code :
Mobile :	Tel :	Seller Phone :	Project Name:
Fax :	Address:		

Checking the request by after sales employee

Note: Checking the serial number and tracking code is necessary.

Row	Type of Product	Size	Number	Body No	Serial No	Date Installed	explanation
1							
2							
3							
4							
5							
6							
7							
8							

Name of after sales employee :	Date of the first contact :
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General Condition of system

Type of system: powerhouse Reciprocating Liquid Chillers Absorption Chiller Package Boiler Others

Type of Fluid: Cooling Water Hot Water Steam Others

Repair or replace record ? Yes No

Maximum Temperature..... Design Pressure.....

The installation was done right? Yes No

Is the maintenance proper? Yes No

Explanation:.....

Name of After Sales Employee :.....

Date Of Inspection:

Document code: QWI-201-F01
Revision No: 02
Page : 1/2

After Sales Services

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Actions

Description Of Fault:

replace repair others

problem requiring attention:

Any other comment:
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Date Of Inspection:

Explanation

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.....
.....
.....

Date:

After Sales Services Supervisor :