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**SERVICE WORK ORDER (JCP)**

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Store No: \_\_\_\_\_ Store Name: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Contractor's Co. Name: \_\_\_\_\_

Job Address: \_\_\_\_\_ Contractor's Installer contact: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Installers Phone No: \_\_\_\_\_

Customer Phone: \_\_\_\_\_ Original Work Order No: \_\_\_\_\_

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**Description of Problem**

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Shipping Damage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manufacturer Error

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Measuring Error

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Suggest For Solution**

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Remake (Shipping & Manufacturer Error)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re-Order (Measuring Error)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHIPPING CLAIMS**

Upon receipt of shipments, you are responsible for immediately inspecting the entire shipment, regardless of the final date of installation. All shipping claims must be reported in writing within **10 business days (for visible damage), or 15 business days for (conceal damage) of receipt for ground shipments or 3 calendar days of receipt for air shipments.** Failure to do so will release NIC from any liability.

**SHIPMENT SHORTAGES**

Claims must be reported in writing within 10 business days of receipt for ground shipments or 3 calendar days of receipt for air shipments. You must provide pictures in electronic format if there are freight and/or manufacturer errors.

NIC reserves the right to deduct from funds due the replacement costs (the "cost") of products ordered resulting from Contractor's error in measurement(s), loss, damage, or other, at the following rate; one hundred percent (100%) of the replacement cost of each mismeasured product at NIC then current best contractor pricing structure.

Installer Signature: \_\_\_\_\_ Date: \_\_\_\_\_