



PROJECT: _____ **DATE:** _____
ADDRESS: _____

REQUEST INFORMATION

Person Requesting Work: _____

Contact Phone Number: _____

Please attach photos of the item(s) in question if possible, in order to assist in assessing the scope of work:

DESCRIPTION OF WORK OR NATURE OF ISSUES

ASSESSMENT OF WORK REQUEST

- _____ Warranty Item
- _____ Service/Repair Item
- _____ Unknown

If work to be performed is not a valid warranty item, the Owner shall be notified and a lump sum charge or time and material service call shall be arranged. The Owner has the right to approve DBG to perform the work or to contract separately for the repair work.

ADDITIONAL COMMENTS OR INSTRUCTIONS:

COMPLETION INFORMATION

Date work Completed: _____

Printed Name of Person verifying work was complete: _____

Owner Contact Signature/Date

DBG Signature/Date