



## TALBERT WARRANTY CLAIM PROCEDURE

This procedure must be followed before warranty claims can be honored by Talbert Manufacturing, Inc.:

1. This is accomplished by submitting the proper documentation via the Talbert web site. You can either go to [www.talbertmfg.com](http://www.talbertmfg.com), click on the tab at the top that says "**Support**", then select "**File a Claim**". Or you can go direct by entering [www.talbertmfg.com/warrantyreimburse.html](http://www.talbertmfg.com/warrantyreimburse.html). After bringing up the form for warranty claim reimbursement and filling in the required information, simply press the button that says **SUBMIT WARRANTY REQUEST** and your information will be sent to Talbert. Once this information has been received a **Warranty Reference Number** will be assigned and further instructions given.

The **Warranty Reference Number** & **Serial Number** must be included and referenced on all correspondence and documentation reflecting work authorized under the warranty claim.

2. Carefully follow invoicing instructions:

Place the **Warranty Reference** & **Serial Number** on all invoices.

Include an itemized list of all parts used.

Itemize the labor performed. Explain what work was performed and the time it took to accomplish each item under Warranty Repair.

Indicate appropriate taxes.

3. Properly tag and return all replaced parts as instructed by the Warranty Coordinator within the specified time to the appropriate manufacturer.

**Following this Warranty Claim Procedure closely will assist in timely processing.**