

<b>KUBS SAFES AND LOCKS PVT. LTD</b>				
<b>SERVICE SUPPORT REQUEST FORM</b>				
<b>SERVICE REQUIREMENT GUIDELINES</b>				
1. ALL SUPPORT REQUIREMENTS WILL BE SERVICED ONLY UPON SUBMISSION OF SERVICE SUPPORT REQUEST FORM				
2. PLEASE FILL IN ALL REQUIRED INFORMATION. INCOMPLETE FORMS MAY BE DELAYED IN PROCESSING FOR SERVICE				
3. KINDLY SELECT SUITABLE OPTION FOR SERVICE REQUIRED				
4. PLEASE ENSURE ADDRESS PROVIDED FOR SUPPORT IS CORRECT AND VALID FOR SERVICE TO BE PROVIDED ACCORIDNGLY				
5. PLEASE SEND COMPLETED FORM TO < <b>techsupport@kubs.in</b> > ONLY FOR SERVICE TO BE SCHEDULED				
<b>CUSTOMER INFORMATION</b>				
<b>NAME</b>		<b>BUSINESS / BRANCH ID</b>		
<b>TEL NO</b>		<b>ADDRESS</b>		
<b>EMAIL ID</b>		<b>DATE</b>		
<b>SERVICE REQUEST INFORMATION CAPTURE DETAILS</b>				
<b>SERVICE SUMMARY</b>	<b>KEYS</b>	MISSING	BROKEN	OTHERS:
	<b>DOORS</b>	TIGHT/LOOSE	ALIGNMENT	OTHERS:
	<b>LOCKS</b>	NOT OPENING	REPLACEMENT	OTHERS:
	<b>HANDLES</b>	BROKEN	ROTATION ISSUES	OTHERS:
	<b>PASSWORD</b>	RESET		OTHERS:
	<b>GENERAL</b>	PREOPENING CHECK	SITE VISIT	OTHERS:
<b>REMARKS</b>				
<b>ADDRESS / LOCATION WHERE SERVICE SUPPORT IS REQUIRED</b>	<b>BUILDING NAME / NO.</b>			
	<b>STREET NAME / NO.</b>			
	<b>DISTRICT</b>			
	<b>STATE</b>			
	<b>PINCODE</b>			
	<b>GPS Coordinates (if known) / LANDMARK</b>			
<b>POINT OF CONTACT AT SUPPORT REQUESTED LOCATION</b>				
<b>TELEPHONE NO. OF POINT OF CONTACT MENTIONED ABOVE</b>				
<b>PRODUCT DETAILS</b>				
<b>NAME OF PRODUCT</b>				
<b>SL.NO OF PRODUCT/ INVOICE REF:</b>				
<b>POINT OF PURCHASE</b>				
<b>DATE OF PURCHASE</b>				
<b>DATE OF SUPPLY/ INSTALLATION</b>				
<b>FOR KUBS USE ONLY</b>				
<i>Date:</i>		<i>Log Ref:</i>		
<i>Warranty verification:</i>		<i>SSCHED:</i>		
<i>Quote applicable:</i>		<i>Resolution Date:</i>		
<i>Quote value:</i>		<i>Resolution Time:</i>		
<i>Quote Reference:</i>		<i>Technician ID:</i>		

*Committed to service excellence - Kubs Safes & Locks Pvt. Ltd*

Registered Address : Kubs Safes & Locks Pvt. Ltd, A37, A42 & A43, SIPCOT Industrial Growth Center, Walajahbad Road, Oragadam, Kanchipuram Dt, Tamilnadu - 602105  
 Tel : + 91 44 6719 1200 / 1201 ; URL : www.kubs.co.in

Disclaimer : Kubs Safes & Locks Pvt. Ltd reserve the right to amend / cancel / reschedule any scheduled service bookings in the event of any emergency service requirements