

573-443-1481 | www.semcohvac.com

- 1 Locate the system label located on the panel (Figure 1) or duct (Figure 2).
- 2 Go online to find the claim form at <http://www.semcohvac.com/service-support/claim-form>
- 3 Fill out the online claim form and click submit (Figure 3).

The information needed to fill out the form can be found on the system label found on the Panel (Figure 1) or duct (Figure 2).

- 4 You will receive an email confirmation of your claim request.

PANEL MARK : 7 B

64865-1
R095689

ACME PROJECT

SEMCO INCORPORATED - 1800 East Pointe Drive - Columbia, MO 65201
PHONE 573-443-1481 FAX 573-443-6921

Figure 1: Panel System Label

Mfg. by SEMCO Duct & Acoustical Products, Inc.
(SMWIA Local #100) at Roanoke, VA

Job #: RO55555 Plate: 1 Piece: 1 Ga: 24

Qty = 1 Block: 13.000 x 37.907

Desc: **TR** SINGLE WALL

Dims: **12** MALE **10** MALE **8** MALE

/BRL=5/CH=1/CL=5.5/CA=90

Mark: SA12/D100.3/2ND/B

Item #: 1

Order: 27889-1

ABC

Figure 2: Duct System Label

Claim Form

*EMAIL ADDRESS

CLAIM# (SEMCO USE ONLY) DATE ISSUE FOUND (YYYYMMDD)

PRODUCT IDENTIFICATION

MODEL# OR JOB# PRODUCT CATEGORY SERIAL# OR ORDER#

FAILURE CATEGORY

PROD/EQUIP OWNERS INFORMATION

NAME PHONE

SHIP TO CONTACT INFO

NAME PHONE

PRODUCT/EQUIPMENT LOCATION

NAME ADDRESS CITY

STATE ZIP CODE COUNTRY

SHIP TO ADDRESS

NAME ADDRESS CITY

STATE ZIP CODE COUNTRY

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE FAILURE

Include Mark from System Label(s) here

Figure 3: Online Claim Form