



REMITTANCE: P.O. Box 104 • West Dundee, IL • 60118 • Toll-Free PH (877) 460-8200 • FX (847) 844-3929

**Thank you for using Advanced Environmental Service & Installation Group, Inc. We appreciate your business. To help us service you more efficiently, please complete this form and fax it back to us at (847) 844-3929. When we receive your fax back we will contact you to set up a service call. Please note if you are a first time customer please complete the New Customer Form.**

**If this is an Emergency please call 1-877-460-8200**

**GENERAL INFORMATION**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**JOB INFORMATION**

Is this equipment under warranty? Yes No Is this equipment on a PM contract? Yes No

Location of work site: \_\_\_\_\_ Room # \_\_\_\_\_

Equipment Model Number: \_\_\_\_\_ Mfg.: \_\_\_\_\_

Equipment Serial Number: \_\_\_\_\_

Description of problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check if you are paying by Credit card  
PO # \_\_\_\_\_  
(This information is required before a service technician will be dispatched)

**AUTHORIZATION INFORMATION**

Requestor (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized signature : \_\_\_\_\_