



3211 Jack Northrop Ave. Hawthorne, CA 90250
Phone: (888) 925-SEAT Fax: (866) 925-SEAT
Email: Parts@9to5Seating.com, Website: www.9to5Seating.com

Warranty Request Form

Dealer Information

Shipping Information

Date:
Company:
Address:
City: State: Zip
Phone Fax

Attn: Tag:
Company:
Address:
City: State: Zip
Phone: Fax:

Invoice/P.O. #
(Located under seat.)

Received Date:

E-mail:

Product Information

Damaged During Shipment/Noted Damages On Proof of Delivery. Damaged During Shipment/ Did Not note Damages.

1. Chair Model

Part:

Quantity:

Description of Problem:

2. Chair Model

Part:

Quantity:

Description of Problem:

If end user, place of purchase:

Requested by:

TO MAKE A WARRANTY CLAIM PLEASE FOLLOW THE BELOW PROCEDURE:

If you find that a part is missing:

- a. Send a completed copy of this form along with a copy of the sales receipt or packing slip (required) to our sources of contact
2. Should service be required by reason of defect:
a. Please submit digital pictures (clearly showing defect) along with a completed copy of this form and a copy of the sales receipt or packing slip (if available) to: parts@9to5seating.com
b. If unable to submit photos, we will require the defective item be shipped prepaid, along with a completed copy of this form and a copy of the sales receipt or packing slip (if available) to: Parts@9to5seating.com Or,
9 to5
Attn: Parts Dept.
3211 Jack Northrop Ave.
Hawthorne, CA 90250

*Any returned product should be carefully packed to avoid further damage during shipment, and must be shipped prepaid via a carrier capable of providing proof of delivery
REPLACEMENT PARTS SHIP 48 HOURS AFTER THE REQUEST IS PROCESSED.