

ARCHITECTURAL ALUMINIUM SERVICE POLICY

Architectural Aluminium strive to provide an efficient service based on clear communication regarding any issues. On this basis, it is our strict company policy that all requests for service calls MUST be submitted on the below Service Request Form. We also encourage you to send us through photographs of the problem to help us better diagnose the issue before attending site. The below form includes important details such as:

- Property Address
- Client's Name
- Client's Contact Details
- Builder's Name (if applicable)
- Date of House Completion or Installation Date of Windows and Doors
- Nature of Problem
- Credit Card Details
- Photograph of Problem/Issue

It is strongly recommended that any issue be examined carefully prior to lodging a service request. If a builder was involved, it is essential the builder be contacted in the first instance to ensure that the issue is not a building related issue rather than the products provided to you by Architectural Aluminium.

If Architectural Aluminium attends to a service request and determines that the problem is caused by a building issue rather than an issue with the product that Architectural Aluminium supplied, the cost of the service call will be chargeable to the customer. For this reason, it is mandatory that Architectural Aluminium obtains credit card details from either party (Builder or Client) who is willing to pay if the service call is deemed to not be an Architectural Aluminium issue. Rates charged are as follows-

Call Out Fee	- \$150 (excluding GST)
Hourly Labor Rate charged (or part there of)	- \$120 (excluding GST)
Parts and Materials will be at an extra cost and to be determined after service.	

Architectural Aluminium will NOT charge for servicing if the service issue is because of poor workmanship. This is covered in your Architectural Aluminium 6 year Guarantee. Details of the guarantee are in the terms and conditions on your quote, or contact our office to arrange to have one sent to you. Everything else is considered to be maintenance or misuse and is chargeable. Architectural Aluminium will always stand by our products and will rectify any issues where our products or services have not met the requirements they were designed for.

Building relating problems may include inadequate or incorrectly fitted flashings or incorrect installation by the builder. It should also be understood that all windows and doors are designed and manufacture to withstand a limited wind pressure and water penetration rating based on the geographic location of the house. During exceptional weather events, it is possible for windows and doors to be subjected to wind and water pressure which exceeds the design limits. In these cases, it must be understood and accepted that the design limit may have been exceeded and that this does not constitute a defect to a window or door. Attached is a Service Request Form for your convenience.

SERVICE REQUEST FORM

CUSTOMER NAME	
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PROPERTY ADDRESS	
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CONTACT NUMBER		EMAIL ADDRESS	
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BUILDER'S NAME (if applicable)	
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DATE OF HOUSE COMPLETION/ WINDOWS/DOORS INSTALLATION	
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NATURE OF PROBLEM	
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CREDIT CARD DETAILS

Note that this credit card will not be charged if an issue is determined to be a genuine fault with the window or door manufacture.

CREDIT CARD TYPE **Mastercard** **Visa**

Card Holder Name	
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Card Number																			
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Expiry Date	
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Card Holder Signature	
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Service calls will be charged at a rate of \$150.00 minimum for call out. Labor is charged at \$120.00 per hour (or part there of).
 Cost of any travel hours, replacement parts or materials required will be an additional cost. GST is additional to the above rates.
 The signatory confirms understanding and agreement with the Architectural Aluminium Service Policy. Credit Card Surcharges will apply.