



Phoenix Laboratory and Engineering Services
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Small Appliance Evidence Submission Form

Name		Claim #	
Company		Date of Loss	
Address		Address of Loss	
Phone & Fax		Insured	
Email		Insured Phone	

Evidence Information, please include all known information:

Type of Product		Residential or Commercial	
Manufacturer		Any recent electrical work done in building	
Model		Age of item Date of installation	
Serial		Purchase location	
Original Installation		Age of Item	
Repair work completed to item		Date of repair work	
Were there photos of item taken in place		Room in which item was removed from	
Who removed the item		Contact information for person who removed	
Other Information			

Please provide any on-site photographs showing item in place and Origin and Cause Report if available.

Other Instructions: _____

Report Instructions, please select all that apply: Verbal Email Fax Mail

Upon Completion: (please check one) Store Evidence Return Evidence

By submitting this form and evidence for examination, I agree to allow standard testing procedures as appropriate, for Phoenix to store the evidence unless indicated otherwise, and invoice me for the services performed. Phoenix is in no way responsible for lost/stolen/damaged evidence en-route to/from our facilities. Documentation will be kept of how and when evidence was shipped. At special request, Phoenix can purchase insurance for shipment of the evidence at an additional cost. This requires a written request be sent indicating the value of the requested insurance.