# Verify Warranty Documentation & Supplier Contacts

Interactive checklist for verifying warranty documentation and supplier contacts. Commentable, exportable as PDF/Excel.

Project:

Date:

Filled by:

## Gather Documentation

| 1 | Collect all warranty documents related to current products and services. |
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| 2 | Ensure each document includes a clear description of the covered product or service. |
| 3 | Verify that warranty periods are clearly stated and correct. |
| 4 | Check for specific terms and conditions outlined in the warranty. |

## Supplier Contacts Verification

| 5 | Compile a list of all current suppliers linked to the warranties. |
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| 6 | Verify contact information such as phone numbers and email addresses. |
| 7 | Ensure supplier contact information is updated in your database. |
| 8 | Confirm that emergency contact protocols are in place with suppliers. |

## Warranty Information Analysis

| 9 | Review warranty documents for expiration dates and renewal options. |
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| 10 | Check for exclusions or limitations within the warranty terms. |
| 11 | Assess the warranty for any service or repair obligations specified. |
| 12 | Evaluate the warranty for transferability conditions. |

## Final Verification

| 13 | Cross-check all gathered information against original purchase agreements. |
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| 14 | Confirm that all warranty documents are signed and dated appropriately. |
| 15 | Ensure all verified documents are securely stored, both physically and digitally. |

**Comments:**

Filled by:

Signature:

| Introduction | How to use this checklist |
|---|---|
| Verifying warranty documentation and supplier contacts is a critical step in maintaining quality assurance and operational efficiency. This process involves ensuring all warranty details are correct and that you have up-to-date contact information for suppliers. By verifying these documents, you prevent costly errors and ensure your team can quickly resolve any issues with products or services. This checklist is interactive, allowing you to tick off items, leave comments, and export your completed reports as a PDF or Excel file with a secure QR code for authenticity. | 1. Gather all necessary warranty documents and supplier information before starting. 2. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 3. Tick each item online as you complete it. 4. Add comments on individual items or the entire checklist. 5. Click Share or Download to download your completed checklist as PDF or Excel. |