

Paperwork Inside Boxes or Attached to Parts We Install

Including warranties, registration forms, and any other similar paperwork

Techs:

Write the RO # at the top of the paperwork.

Place the paperwork on the advisor's desk.

Message the advisor and tell them you placed it on their desk.

Advisors:

When there is paperwork to be completed by us or the customer, complete it and submit it as instructed.

Add a note to the RO indicating what was submitted.

Make sure to give the customer any paperwork they are supposed to receive.

Ask them to review the paperwork and point out that they must follow instructions before doing anything to receive any benefit.

If they handle things without following the instructions, they will probably not receive any benefit.

We recommend that they contact us first before doing anything.