



itel

6676 Corporate Center Pkwy #107
Jacksonville, FL 32216
800-890-ITEL (4835)
customerservice@itelinc.com
www.itelinc.com

Test Request Form

Cat Code: _____

EXPRESS
SAME-DAY SERVICE

Available on carpet, pad, vinyl, wood, laminate, siding, and asphalt roofing tests for an additional charge.

If not checked, your report will be sent the next business day after the sample is received at ITEL.

Insurance Carrier: _____

Claim Office: _____

Staff Adjuster: _____

Phone: _____

E-Mail: _____

Fax: _____

Today's Date: _____

Loss Date: _____

Bill To

Insurance Co. Third Party Independent Adjuster

(Reports will be sent to all listed parties)

Form Completed By

Insurance Co. Third Party Independent Adjuster

Other (List): _____

Independent Adjuster

Adjusting Firm: _____

Adjuster: _____

Phone: _____

E-mail: _____

Fax: _____

Third Party (Vendor, store, contractor, etc.)

Company: _____

Contact: _____

Phone: _____

E-mail: _____

Fax: _____

Loss Information (* INDICATES A REQUIRED FIELD. If NOT an insurance claim, list the customer's information.)

Insurance Claim Number*: _____

Vendor Job Number: _____

Insured Name*: _____

Sample Color: _____

City, State, and Zip Code of Loss Location*:

Name of Damaged Area: _____

(Include Province and Postal Code for Canada)

Area of Loss (Size): _____ Sq. Ft. Squares

Policy Type: Residential / Personal Commercial

Claim Type: Cat Water Fire
 Wind Hail Other

Comments (Brand, description of sample, etc.):

Flooring

Carpet Vinyl Sheet/Tile

Laminate
 Wood Add Match Report
For potential wood or laminate repairs; send full width sample that includes lock. Add'l charge.

Ceramic/Stone Floor or Wall Tile
Color variation among tiles:
 None Some Significant
Full Tile Size: _____ " x _____ "

Flooring Pad / Underlayment
Pad analysis included in the flooring test price.

Siding and Roofing

Siding *If known:*
Year Installed: _____

Roofing *or* Year Built: _____

Number of Shingles Damaged*:

**Required for Discontinued Shingle Location upgrade; call Customer Experience for details.*

Other Analysis

Asbestos
Check to add asbestos analysis. Three samples taken from random areas of the material are required for vinyl tile.

Other Material (specify type): _____

Don't know where to turn? ITEL can perform a custom analysis for you. Contact Customer Experience for details.

Sample Requirements

1. Send the **cleanest, least damaged sample possible.**
2. Include one form for **each** flooring, roofing, or siding sample. Note pad on the same form as the corresponding flooring sample.
3. **Carpet:** 10" x 10"; pad 6" x 6".
4. **Sheet / tile vinyl:** 2" x 2" or larger.
5. **Laminate, wood, and vinyl plank:** full width including lock and 10" of length.
6. **Tile / stone:** 6" x 6", or full tile if smaller.
7. **Siding:** 1 foot section that includes the full height from nail hem to bottom butt edge. Also include the manufacturer number or codes and weep hole if available.
8. **Roofing:** Send full shingle or tile. Roll or fold shingle if it is too large to fit in a shipping bag.
9. **Other Material:** Contact ITEL for details.

QUESTIONS?

Please contact our Customer Experience team at 800-890-ITEL (4835) or customerservice@itelinc.com.