



**OFFICE STAR®  
PRODUCTS**

## Parts Order Form

Fax: 909.930.5629 • Email: parts@officestar.net

### Shipping Information:

Company: \_\_\_\_\_ Attn: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Product Information:

Model Number: \_\_\_\_\_ Warranty Claim: ☐ Purchasing: ☐  
Part: \_\_\_\_\_ Other: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Reason: \_\_\_\_\_ Other: \_\_\_\_\_ Description: \_\_\_\_\_  
Model Number: \_\_\_\_\_ Warranty Claim: ☐ Purchasing: ☐  
Part: \_\_\_\_\_ Other: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Reason: \_\_\_\_\_ Other: \_\_\_\_\_ Description: \_\_\_\_\_  
Model Number: \_\_\_\_\_ Warranty Claim: ☐ Purchasing: ☐  
Part: \_\_\_\_\_ Other: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Reason: \_\_\_\_\_ Other: \_\_\_\_\_ Description: \_\_\_\_\_

Registry Number: \_\_\_\_\_ Place of Purchase: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_  
(located under the seat)

Purchased Online: ☐ Purchased In Store: ☐

### TO MAKE A WARRANTY CLAIM PLEASE FOLLOW THE FOLLOWING PROCEDURE:

1. If you find that a part is missing:
  - a. Send a completed copy of this form along with a copy of the sales receipt or packing slip (required) to any one of our sources of contact.
2. Should service be required by reason of defect:
  - a. Please submit digital pictures (clearly showing the defect) along with a completed copy of this form and a copy of the sales receipt or packing slip (if available) to parts@officestar.net. OR,
  - b. If unable to submit a digital picture please submit 35mm pictures (clearly showing defect) along with a completed copy of this form and a copy of the sales receipt or packing slip (if available) to:  
Office Star Products  
Attn: Parts Dept.  
PO Box 3520  
Ontario, CA 91761 . OR,
  - c. If unable to submit photos, we will require the defective item to be shipped prepaid, along with a completed copy of this form and a copy of the sales receipt or packing slip (if available) to:  
Office Star Products  
Attn: Parts Dept.  
PO Box 3520  
Ontario, CA 91761

\* Any returned product should be carefully packed to avoid further damage during shipment, and must be shipped Prepaid via a carrier capable of provided proof of delivery.

### SOURCE OF CONTACT:

EMAIL: parts@officestar.net • FAX: 909.930.5629 • TECHNICAL SUPPORT: 909.930.2000 ext. 2000

**SERVICE ADDRESS:** Office Star Products  
Attn: Parts Dept.  
1901 S. Archibald Ave  
Ontario CA 91761

**MAILING ADDRESS:** Office Star Products  
Attn: Parts Dept.  
PO Box 3520  
Ontario CA 91761