



6745 Philips Ind. Blvd.
 Jacksonville, FL 32256
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 itelinfo@itelinc.com
 www.itelinc.com

Test Request Form

Cat Code: _____

EXPRESS

SAME-DAY SERVICE

Available on carpet, pad, vinyl, wood, and laminate 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

(All fields REQUIRED if sample is for an insurance claim)

Insurance Carrier: _____
 Claim Office: _____
 Staff Adjuster: _____
 Phone: _____
 E-Mail: _____
 Fax: _____

Today's Date: _____

Loss Date: _____

Bill To

Insurance Third Party Independent Adjuster

(Reports will be sent to all listed parties)

Form Completed By

Insurance 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*: _____
 (Include Province and Postal Code for Canada) Name of Area Damaged: _____
 Area of Loss (size): _____ Sq. Ft. Squares
 Location Type: Residential Commercial
 Type of Claim: Water Fire Comments (Brand, description of sample, etc.): _____
 Cat Other

Material Pricing

Material Matching

Sample Requirements

Carpet **Vinyl Sheet/Tile**
 Laminate **Wood Flooring**
 Ceramic/Stone Floor or Wall Tile
 Color variation among tiles:
 None Some Significant
 Full tile or plank size: _____" x _____"
 Flooring Pad or Underlayment
 Pad analysis included in the flooring test price.
 Vinyl Asbestos Test

Siding Vinyl, Metal, Hardboard, Wood, and Fiber-Cement
 Roofing Asphalt, Clay, Concrete, Metal, Wood, Slate, and Composite
 If known: Year Installed: _____
 or Year Home Built: _____
For All Materials
 Send cleanest, least damaged samples available. Smaller samples may affect accuracy.
 Send one form with each flooring, roofing, or siding sample.

Flooring
 1. **Carpet:** 10" x 10"; pad 6" x 6".
 2. **Sheet / tile vinyl:** at least 2" x 2".
 3. **Laminate, wood, and vinyl plank:** full width and 10" of length.
 4. **Tile and stone:** 6" x 6", or full tile if smaller.
 5. **Vinyl tile asbestos test:** Three samples from randomly chosen areas of the floor **REQUIRED**.
Siding and Roofing
 1. **Siding:** 1' section that includes the manufacturer number or codes and weep hole if available. Include full height from nail hem to bottom butt edge.
 2. **Roofing:** Send full shingle or tile. Roll or fold shingle if too large to fit in a shipping bag or box.
 3. **Roofing:** To prevent damage to other materials, send asphalt shingles separately.

QUESTIONS? Please contact our Customer Service team at 800-890-ITEL (4835) or itelinfo@itelinc.com.