

Replacement Order Form



Copy this form as needed — Fill out order — Please print — **Bold Information Required**

Date _____

Submit to:

Page ____ of ____

THE HON COMPANY

Parts Phone Number (800) 336-8398 • Email: PartsWeb@honcompany.com

Full Product (800) 833-3964 • Email: honcustomerservice.com

Customer: _____ Customer Acct #: _____

Contact Person: _____ Purchase Order #: _____

Phone #: (_____) _____ - _____ FAX #: (_____) _____ - _____

THE FOLLOWING INFORMATION IS REQUIRED FOR REPLACEMENT ORDERS.

NOTE: Parts orders CANNOT be returned. There are NO discounts applied on parts orders.

When ordering keys, please specify the number of keys and the letter designator on all key orders — example: E, R, H, 2X, etc. _____

When ordering parts or warranty replacement, please provide:

Serial #: _____

Model #: _____

Color: _____

Date Code: _____

Billed: _____

Warranty: _____

(Even if it is a charge item, we require the serial number or date code from the unit so we can be sure to send the correct style part you need.)

Warranty reason: (This is required to receive parts under warranty. Please be very specific.)

Description of part needed:

Bill To:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Country: _____

Ship To:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Country: _____