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# TEST REQUEST FORM

**Cat Code:** \_\_\_\_\_

*If applicable*



**BEFORE SENDING MAKE SURE YOU...**

1. Use **one form** for each carpet, vinyl, wood, or laminate sample.
2. Collect **three samples of vinyl tile** for an asbestos test.
3. **Enclose form** in a sealed plastic bag if the sample is wet.
4. Send the **cleanest, least-damaged** sample possible.



**EXPRESS**  
**SAME-DAY SERVICE**  
 Additional charge

Today's Date: \_\_\_\_\_ Loss Date: \_\_\_\_\_

**INVOICE TO:**  Insurance  Third Party

Insurance Company: \_\_\_\_\_  
 Claim Office: \_\_\_\_\_  
 Adjuster: \_\_\_\_\_  
 Phone (REQUIRED): \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**THIRD PARTY:**  
**Store, contractor, independent adjuster, etc.**

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone (REQUIRED): \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**FORM COMPLETED BY :**  Adjuster  Third Party  Other (List): \_\_\_\_\_

Claim Number (REQUIRED): \_\_\_\_\_ Flooring Color: \_\_\_\_\_  
 Insured Name (REQUIRED): \_\_\_\_\_ Name of Room(s) Damaged: \_\_\_\_\_  
 City, State, Zip of Loss (REQUIRED): \_\_\_\_\_  
 Approximate Area of Loss: \_\_\_\_\_  Sq. Yds. or  Sq. Ft.  
 Requested Retail Labor Rate: Carpet \$\_\_\_\_\_ per sq. yd.  
**CARPET AND PAD ONLY** Pad \$\_\_\_\_\_ per sq. yd.  
 Requested labor rate is optional. The Xactimate® labor rate will be used unless another rate is requested.  
 Additional Comments (Possible flooring mill and style, description of sample, etc.): \_\_\_\_\_

**ANALYSIS FOR THIS SAMPLE (Include one form per flooring sample):**

<p><b>Flooring:</b> <input type="checkbox"/> Carpet <input type="checkbox"/> Vinyl <input type="checkbox"/> Laminate <input type="checkbox"/> Wood</p> <p><b>Pad:</b> <input type="checkbox"/> Carpet Pad <input type="checkbox"/> Wood or Laminate Underlayment  <i>Pad analysis is included in price of flooring test.</i></p> <p><b>Asbestos:</b> <input type="checkbox"/> Vinyl Flooring and Adhesive</p>	<p><b>SAMPLE REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Carpets should be 10" x 10"; pads should be 6" x 6". Smaller samples may affect accuracy.</li> <li>2. Sheet and tile vinyl should be at least 2" x 2".</li> <li>3. Send the full width and 10" of length for vinyl plank, wood and laminate samples. If the full width is not available, note it on the form.</li> <li>4. Three samples from randomly chosen areas of the floor are <b>REQUIRED</b> for vinyl tile asbestos analysis.</li> </ol>
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Claim Type	
<input type="checkbox"/> Water	<input type="checkbox"/> Cat
<input type="checkbox"/> Fire	<input type="checkbox"/> Other

Location Type
<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial

ITEL USE ONLY	

**QUESTIONS?** Please contact our Customer Service team at (800) 890-ITEL [4835] or [custserv@itelinc.com](mailto:custserv@itelinc.com).