



OPEN THE DOOR TO EASY.

No Charge Parts Request

Please complete the information below and email to customerservice@cinchkit.com or fax your form to 281-607-4402. Include pictures to support any request for no-charge items. It is important that all damages and missing items are reported promptly. We do not honor no-charge parts request more than 30 days after delivery. Parts orders are generally ship the next business day after this form is received. Shipment and tracking information will be available by logging into your account at Order.Cinchkit.com.

1. Company Name

2. Apartment Name

3. Unit #

4. Item(s) needed

5. Please explain why you are requesting a replacement part.