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## **SD FORM INSTRUCTIONS**

### **FORM SD200 - RECEIVING REPORT**

Complete and return the white copy to TRACKMOBILE, INC., within ten (10) days of receipt of each new machine. If the machine is put into storage in the distributor's stock, it is to be so noted on the form and submit form SD207. (See Storage Procedure)

### **FORM SD201 - DELIVERY REPORT**

The execution of the machine checks and explanation of pertinent procedures presented on this form constitute "Pre-delivery" and assure the customer of condition of the machine and provide needed operation instructions.

A delivery report is required each time a new machine is demonstrated.

If a machine is delivered to a customer who in turn stores the unit, it is to be so noted on the form and form SD207 must be submitted to TRACKMOBILE, INC. each month to confirm that the storage procedures have been carried out. Form SD201 must again be submitted when the unit is removed from storage. (See Storage Procedure)

Whenever a new machine is sold, rented or leased to a customer, form SD201 must be completed and submitted.

### **FORM SD206 - WARRANTY REGISTRATION REPORT**

Explains and registers warranty. Complete and distribute as noted on bottom of form when unit is delivered to customer.

### **FORM SD207 - TRACKMOBILE STORAGE REPORT FORM**

To be completed if the machine is to be in storage for more than thirty (30) days.

**Note: Warranty Claims will not be honored if this report is not completed and returned to the Trackmobile Service Department within the proper time frame.**