



INFORMATIONAL BULLETIN

PARTS & SERVICE DEPARTMENT

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TO: Manufacturers' Representatives, District Sales Managers, Regional Managers, Technical & Customer Service Personnel, Service Agents, Sales & Marketing Personnel

SUBJECT: Electronic Start-Up Forms

We have recently created new start-up forms for our various product categories to improve legibility and ease of use. These forms can be opened with Acrobat Reader to fill in electronically then automatically save and submit to our 2Tech email address.

Acrobat Reader is a free program available online: <http://get.adobe.com/reader>

Use the following link to access these new forms on our corporate website:

<http://www.lochinvar.com/products/documentation.aspx?mode=filetype&filetypeid=13>

We appreciate your use of these new forms so we can more readily gather and process the information submitted. Please reply with any questions or issues to 2tech@lochinvar.com

Thank you.