



Air Conditioning & Heating

Replacement Serial Plate Request

Goodman Mfg. Co., L.P., 19001 Kermier Rd., Waller, TX 77484 | www.goodmanmfg.com

Model #:

Request Date:

Serial #:

Reason For

Unit Location

Name:

Where is the Unit?

Street:

City:

State:

Zip:

Name of Person Replacing Serial Plate Replacement of serial plates are to be done by Goodman employee.

Name:

Title:

Company Name:

Ship To Street Address:

Ship To City, State & Zip:

Required Photos

- Picture Of Damaged Serial Plate If Panel Is Available And Reason For Survey
- Picture Of Internal Serial Tag
- *Serial Number Must Legible In Pictures*

After Serial Plate Replacement We Need The Following

- Picture Of Unit With New Serial Plate Attached, Serial Plate Must Be Legible In Picture
- Email Picture To Address Listed Below
- Old Serial Plate Must Be Destroyed And Properly Disposed Of

Requests for replacement serial plates will be evaluated on a case by case basis and under no circumstances can the data contained on the serial plate deviate from the approved content or design unless by express written approval from the corresponding testing agency.

All requests for Replacement Serial Plates must be sent to: TECHSERVICES@goodmanmfg.com



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Pictures and Graphs



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Instructions

This form is to be completed and submitted **by the Distributor** under the direction of a Goodman representative. This form **is not** to be distributed to Dealer/Contractors. Requests from Dealer/Contractors directly **will not** be processed and returned.

Request Instructions

Step 1: Complete request form for each serial plate requested

Step 2: Send pictures as described in Required Pictures above

Step 3: Email form to address on the bottom of the form TECHSERVICES@goodmanmfg.com

Step 4: Request will be evaluated on a case by case basis and require ETL review and approval. See step 5a or 5b.

Step 5a: **No ETL participation required**: Serial plates will be printed and mailed to person/location listed above.

Step 5b: **ETL participation REQUIRED**; ETL representative will witness application, and must be scheduled in advance. **Associated costs may be incurred.**

Application Instructions

Step 6: Remove existing serial plate and destroy

Step 7: Attach replacement serial plate to unit in the same location as the original

Step 8: Send pictures showing replacement serial plate to TECHSERVICES@goodmanmfg.com