



Material Waiver request requirements:

1. When requesting material waiver copies of sales receipts are needed, receipts must match the dollar amount you are requesting on the waiver.
2. Must specify if a final or partial waiver is needed.
3. Company name.
4. Type of materials purchased.
5. Property address where material was installed.
6. Owner of Property.
7. Telephone number for contact person requesting waiver.
8. Dollar amount needed.
9. Mailing address where original waiver should be mailed to or if you will be picking it up at our location at 1269 E. Golf Rd, Des Plaines, IL. 60016.

**\*\*\*Attached Request for Waiver form must be completed\*\*\***

If you have any questions, please feel free to contact our office at (847)824-4149.



Material Waiver Request

Final Waiver\_\_\_\_\_

Today's Date\_\_\_\_\_

Partial Waiver\_\_\_\_\_

Name of Company\_\_\_\_\_

Type of Materials\_\_\_\_\_

Property Address\_\_\_\_\_

\_\_\_\_\_

Owner of Property\_\_\_\_\_

Amount of Waiver\_\_\_\_\_

Sales Receipt Numbers\_\_\_\_\_

Telephone#\_\_\_\_\_

Email Address\_\_\_\_\_

Mailing Address for original waiver to be sent\_\_\_\_\_

\_\_\_\_\_

Pick up original waiver at Des Plaines Material\_\_\_\_\_

**Please Send Completed Form to**

**[Sales@Desplainesmaterial.com](mailto:Sales@Desplainesmaterial.com)**