

**BROCE MANUFACTURING CO., INC.**  
**1460 S. Second Avenue**  
**Dodge City, KS 67801**  
**Phone: 620-227-8811**  
**Fax: 620-227-3012**

Attention: Warranty Administrator/Service Manager

Reference: Warranty Claim Procedures

We are making Warranty Claim Procedure changes to ALL models of Broce brooms delivered after January 1, 2015.

A copy of the Broce Broom Limited Twelve Month Warranty Claim Form, Service and Allowance Guidelines and the Standard Labor Time Allowance Chart is enclosed for items not on this chart, document your time. We reserve the right to duplicate the repair in our shop and apply a standard time.

**A Broce Service Authorization is required prior to travel and service. Call Warranty Department for authorization.**

All Warranty Claims filed against Broce Manufacturing must comply with the instructions printed at the top of the warranty claim form. **(Both the claim form and the parts need to be sent to Broce Manufacturing within 30 days or the claim will be denied altogether.)** This is necessary so that we can identify a potential problem as soon as possible.

The claim form is self-explanatory, and needs to be filled out completely. Any information that pertains to claims that are being filed is very helpful. Pertinent photographs, telephone calls, detailed descriptions, extenuating circumstances, etc., are appreciated. This information will help us get the problem resolved and the claim settled.

If you have any questions, please contact us at Broce Manufacturing.

Thank you,

Mike Gall  
Warranty Administrator