

**Technical Request Form**

Complete this form to request clarification or information regarding OEM repair procedures, tooling, and equipment requirements. Please note that this form is not for inquiring about claim decisions regarding related versus unrelated damage.

For further information about completing this form, refer to the [MPI Technical Requests job aid](https://mpipartners.ca/documents/TechnicalRequestJobAid.pdf).

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| **Facility and Vehicle Information** |
| Claim Number[Title]Shop RAN / Name[Shop RAN] / [Name Of Shop] |  | Name of Requestor[Name Of Requestor]City/Town[City/Town] |
| Shop Contact Phone Number[Shop Contact Phone Number]Shop Contact Email Address[Shop Contact Email Address] |  | Vehicle Year, Make, and Model[Vehicle Make] [Vehicle Year] [Vehicle Model]Current Stage of Repair[Current Stage of Repair] |

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| **What is your reason for the technical request?** |
| Select reason (required): [Reason For Request] |  |  |
| **Describe your request in the space below. If applicable, include a page number or section that requires clarification. If no procedure is available, you may briefly describe a plan for repair.** |
| [Description Of Request] |
| **List the resources that you consulted before initiating a technical request.** |
| First resource (required):[First Resource] | Additional resource(s) (optional):[Additional Resource] |  |
|  **Specify which uploaded pictures relate to the technical request.** |
| [Picture Names] |

SUBMIT

To submit the form:

1. Save the completed form on your computer.
2. Press Ctrl and click the Submit button on the right.
3. Attach the saved form to the email.
4. If clicking Ctrl + Submit does not open a new email:
	1. Create a new email addressed to PDTRMailbox@mpi.mb.ca with “Technical Request Form” and the claim number in the subject line.
	2. Attach the saved form and send the email.