VILLA & HOUSE

Claim Contact: Name Email Phone Number Sales Rep Name: SKU QTY Sales Order Number Shipment Number Client PO Number Please include photos of damage or issues (2 carton photos, 1 distance photo, 2 detail photos clearly depicting the concern) *Only images in JPG, PNG, or PDF format will be accepted Please inspect all merchandise thoroughly and note any visible damage before signing the delivery receipt/Bill of Lading (BOL). Please	Please complete	separate f	forms for each product SKU	J. Claims must be reported w	vithin 5 days of receipt .	
Name Email Phone Number Sales Rep Name: SKU QTY Sales Order Number Shipment Number Client PO Number Please include photos of damage or issues (2 carton photos, 1 distance photo, 2 detail photos clearly depicting the concern) *Only images in JPP, RNG, or PDF format will be accepted for the damage for your records. All damage must be noted on the delivery receipt, or your claim will be denied. Badly damage dartons should not be accepted from the carrier. For any claim to be considered, the damaged item(s) must not be removed from the delivery location and the original packaging must remain intact, unless refused by the receiver and sent back with the carrier at the time of delivery. Concern/issue and Nature of Claim - (For example: cracks, paint chip, drawers not aligned, etc.): Item location?: Receiver Store/Showroom Client Home Refused Shipment Cther: Is the original packaging available? Yes No Touchup Kit Request Product SKU: Residential Commercial Hardware Request Ship To: Name Address City, State, ZIP	Company Name:					
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Hardware Request Ship To: Name Address City, State, ZIP Submission Date:	Receiver S	aging availa		efused Shipment		
Submission Date:	Hardware Req	uest		_	idential Commercial	
	Address	City, State, ZIP				
*Incomplete forms will not be accepted and will further delay your claim.	Person Submitting	Claim: _				