



Shipping Claim Form

Please complete this form to report damaged and/or missing items from your order within **seven (7) days** of receipt in order to receive a credit to your account.

RETAILER INFORMATION:

Store Name: _____

Store Location: _____

Tel: _____

Fax: _____

Contact Name: _____

Email: _____

CLAIM INFORMATION:

Invoice #: _____

Invoice Date: _____

Please fill out one Shipping Claim Form per Invoice.

Product Name	Color/Size	Item #	Price	Qty	Claim Reason
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
					<input type="checkbox"/> Damaged* <input type="checkbox"/> Short-Shipped
Comments:					

**Retailer will dispose of all damaged and/or defective items. Retailers are not authorized to donate, discount, or reuse ; cVU'; jf Z]YbX' damaged/defective merchandise.*

Submit completed form via Fax to (' \$' H+' \$!' * & , .

Questions? Contact Customer Service at ' \$' !+' \$!' * , \$ or service@[fYUhf[ccXk \c`YgJY.com

; cVU'; jf Z]YbX will issue credit for merchandise that was short-shipped, or received defective/damaged upon receipt;
 No credit will be given for products damaged at retailer's location.

Please contact your sales representative directly for product returns and credits per the ; cVU'; jf Z]YbX Product Return Policy.

Thank you for supporting Fair Trade!

For internal use only:

Credit Processed by: _____

Credit Memo #: _____