

## DAMAGE CLAIM FORM

Email your completed form to [credits@streamlineart.com](mailto:credits@streamlineart.com). Credit request for damaged product/s must be received within 48 hours of receiving shipment.

- Fill out this form completely
- Attach pictures of the damaged product

Were there any visible signs of damage to the shipment when you signed for it?	Yes:	No:
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Company Name:

Invoice Number:

Ship To Address:

City/Town:	Postal/Zip Code:	Province/State:
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Requested By:

Email:

Phone:	Fax:
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Quantity	Product Number	Description	Unit Price

ReturnCodes	Comments / Special Instructions
<p>the "Reason Code" column above.</p> <ol style="list-style-type: none"> <li>1. Wrong quantity received</li> <li>2. Wrong merchandise received</li> <li>3. Damaged in shipping</li> <li>4. Duplicate order</li> <li>5. Product defective</li> <li>6. Customer not satisfied</li> <li>7. Incorrect item ordered</li> <li>8. Incorrect quantity ordered</li> <li>9. Other</li> </ol>	

**For Office Use Only**

Credit Issued: Yes / No

Credit Amount:

Invoice Number:

Date Issued:

Issued By:

Comments: