



FREIGHT CLAIM FORM

EMAIL OR FAX CLAIM FORM TO:	Internal Use Only:
EMAIL: DOOR@ANEMOSTAT.COM	Date: _____ 2nd Attempt: _____ 3rd: _____
SUBJECT: CLAIM REQUEST FORM	Claim form sent to: _____
FAX: (210) 662-2828 ATTN: CLAIMS- DOOR DEPT.	Fax #: _____
	Email: _____

MESSAGE: To qualify and expedite your freight claim, Anemostat requires that you keep all original packaging and any damaged items until introduced by Anemostat or the freight carrier that you can return or dispose of the materials. The customer (claimant) must complete the information below within 7 days of delivery. We will at that time process your replacement order, if needed, and file a claim with the appropriate freight carrier. Please note their claim process can take up to 120 days.

Name of Person Completing This Form: _____	Phone #: _____
Claimant Company Name: _____	Date: _____
Your P. O. #: _____	Anemostat Order #: _____
Date of Delivery: _____	Is Package Available? Yes _____ No _____
Date Damage Noticed: _____	Replacement Required? Yes _____ No _____

When this order was received, was the Delivery Receipt signed for as: Clear, Damaged, Concealed Damage Possible, Shortage/ Loss, or Subject to Count and Inspection? Please note below.

Are the damaged materials and ALL packaging available for inspection? If yes, please note the items available. You may be requested to send photos of multiple angles of contents and all packaging in lieu of inspection.

Please provide a detailed description of the damaged materials and/or loss of materials and package condition:

Please note: It is the responsibility of the receiving location personnel to inspect and verify the incoming shipment for damage/ loss at time of delivery. Signing a clear delivery receipt, or a delay in contacting Anemostat of any damage/ loss, may prohibit the process for reimbursement of damages. Freight claim requests must be filed within 7 days of shipment receipt. Photos or inspection by the freight carrier may be required after claim is submitted. If a claim is not filed by the customer within that time period, claim requests may be disallowed by the Freight Carrier, therefore full credit may not be issued to the customer (claimant) by Anemostat or the freight carrier.

Internal Use Only:	C.S. _____
1) _____ 2) _____ 3) _____ 4) _____	