

# Damage Request

Date:

Number of pages including cover sheet:

<b>To:</b>	<b>Claims Department</b>
<b>Compan</b>	<b>Tuxton China Inc</b>
<b>Fax:</b>	<b>909.595.5353</b>
<b>Phone:</b>	<b>909.595.2510</b>

<b>From:</b>
<b>Company:</b>
<b>Email/Fax:</b>
<b>Phone:</b>

**\*If the shipment is either will call, 3rd party bill or collect, Tuxton China will not be responsible for shipping claim, replacment and credit issued. The shipment must be count before pick up.**

**PO# \_\_\_\_\_ (Required)**

**Invoice# \_\_\_\_\_ (Required)**

**Carrier: \_\_\_\_\_ (Required)**

**\* If there is any Proof of Delivery, please fax it with this request form.**

Please fill the damaged/shortage items below:		
Item#	Description	Quantity (case, dz or pcs)

Note:

All damage claims must be submitted within 14 days of receipt of merchandise.

Concealed damages not marked on the Proof of Delivery must be reported to the carrier by the consignee within 7 days of delivery. Damaged products are subject to inspection.

Damage claims will be processed with 48 hours. A credit memo will be issued upon approval.

If you have any questions, Please contact us at 909.595.2510

Claims Department  
Tuxton China Inc

Form last updated 04/18/2012