

FOUR HANDS

2090 WOODWARD STREET

AUSTIN, TEXAS 78744 USA

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F O U R H A N D S . C O M

DAMAGE CLAIM FORM

ACCOUNT MANAGER:

DATE:

Company Name:

Customer Number:

Company Contact:

Phone Number:

Customer Reference No:

Received on PO:

Four Hands Shipment / Order No.:

ITEM / DAMAGE

Four Hands Item No / Qty:

Description of Item:

Problem:

Proposed Resolution:

Four Hands Item No / Qty:

Description of Item:

Problem:

Proposed Resolution:

Four Hands Item No / Qty:

Description of Item:

Problem:

Proposed Resolution:

****CLAIM CANNOT BE PROCESSED WITHOUT PICTURES OF THE DAMAGED ITEMS****

The following pictures are required to process claim:

1st PICTURE: A clear photo of either the product sticker (found on underside of item), or label on the carton.

2nd PICTURE: A photo of the overall piece

3rd PICTURE: A close up photo of the damage(s)

**All three photos must be included in order for claim to be processed.

DAMAGE CLAIM POLICY

-CLAIMS (INCLUDING PICTURES) MUST BE SUBMITTED WITHIN 48 HOURS OF REPORTING DAMAGE TO FOUR HANDS.

-PLEASE EMAIL ALL OF THE REQUIRED INFORMATION TO CLAIMS@FOURHANDS.COM

-PLEASE VISIT WWW.FOURHANDS.COM FOR MORE INFORMATION.