



CLAIM FORM

CLAIMS MUST MEET THE FOLLOWING REQUIREMENTS TO BE ACCEPTED:

- Only **one claim form** submitted per invoice.
- A claim must be reported within **10 business days of receipt of shipment** and **30 days of the invoice date**.
- Should damage have incurred during freight shipment - If possible, attach a copy of the delivery receipt with the notation about the damage at the time of delivery. Should damage have incurred during parcel shipment, you must provide carrier and tracking information.
- Include picture(s) of **each item** being claimed, clearly showing any damage and why claim is being submitted.
- If more than one of the same item number is being claimed, there must be a photo of **each item**.
- Email claim form and photos to **claims@sagebh.com** with the name of your company and "claim" as the subject line. (ex: "123 Furniture Claim")

Please note that claims are reviewed in the order in which they are received. Sagebrook Home reserves the right to refuse a claim or offer a percentage discount for items deemed saleable.

Account #	Invoice #	Invoice Date	Today's Date
Company Name		Email	
Contact Name		Phone #	

1. Item #	Quantity	Item Price \$	Total Price \$
Item Description			
Reason for Claim		Other	

2. Item #	Quantity	Item Price \$	Total Price \$
Item Description			
Reason for Claim		Other	

3. Item #	Quantity	Item Price \$	Total Price \$
Item Description			
Reason for Claim		Other	

4. Item #	Quantity	Item Price \$	Total Price \$
Item Description			
Reason for Claim		Other	

5. Item #	Quantity	Item Price \$	Total Price \$
Item Description			
Reason for Claim		Other	

Quantity Claimed in Total	Total Claim Amount \$
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