

CLAIM FORM

SUBMITTING A CLAIM IS EASY!

Step 1: Complete the claim form.

Step 2: Take photos of **each item**, clearly showing the damage noted on your claim form.
(For multiple quantities of the same item, please include individual images of each piece as well as one group image.)

Step 3: Email your completed form and photos to **claims@sagebh.com**.

Step 4: You're all set! Our team will review your claim and follow up shortly.

Company Name

Account #	Invoice #	Invoice Date	Today's Date
-----------	-----------	--------------	--------------

1. Item #	Item Description	Claim Quantity		
How Would You Like This Claim Resolved?	Credit	Replacement	Keep Item with Discount	
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

2. Item #	Item Description	Claim Quantity		
How Would You Like This Claim Resolved?	Credit	Replacement	Keep Item with Discount	
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

3. Item #	Item Description	Claim Quantity		
How Would You Like This Claim Resolved?	Credit	Replacement	Keep Item with Discount	
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

4. Item #	Item Description	Claim Quantity		
How Would You Like This Claim Resolved?	Credit	Replacement	Keep Item with Discount	
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

5. Item #	Item Description			Claim Quantity
How Would You Like This Claim Resolved?		Credit	Replacement	Keep Item with Discount
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

6. Item #	Item Description			Claim Quantity
How Would You Like This Claim Resolved?		Credit	Replacement	Keep Item with Discount
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

7. Item #	Item Description			Claim Quantity
How Would You Like This Claim Resolved?		Credit	Replacement	Keep Item with Discount
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

8. Item #	Item Description			Claim Quantity
How Would You Like This Claim Resolved?		Credit	Replacement	Keep Item with Discount
Reason for Claim:	Concealed Damage	Freight Damage	Incorrect Shipment	Invoice Error
	Defect/Finish	Short Shipment	Other	

We're sorry there was an issue with your order. Our team is committed to making it right and will work quickly to resolve this for you.

Claim Guidelines:

- Please submit one claim form per invoice.
- Claims must be submitted within 10 business days of delivery and within 30 days of the invoice date.
- Clear images of each claimed item are required, highlighting the issue.
- For multiple quantities of the same item, include individual images of each piece as well as one group image.