



www.MyDesignHouseLLC.com

DAMAGED / DEFECTIVE MERCHANDISE REPORT FORM

PLEASE NOTE

- Damage / defective reports must be filed with our office within five (5) business days of receipt of item.
- Item and original packaging must be kept until claim has been resolved.
- Concealed damages must be reported to the carrier immediately (failure to do so could result with your claim being denied).
- Most trucking claim forms available upon request.

INSTRUCTIONS

- Please complete the form below and fax to 336 285 8171
- Pictures are required for all reports and need to be emailed hoyt@mydesignhousellc.com. Please include clear pictures of the original packaging and of the damaged/defective item.

Date: _____ Customer Number: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Phone Number: _____

Purchased on Invoice # _____ Date received: _____

Were there noticeable damages to the outside of the box? _____

Is item still in/with the original packaging? _____

Item # _____ Check One: Damaged Defective

Describe damage defect:

FOR INTERNAL USE ONLY

Date received: _____ By: _____ Carrier: _____

Customer sent claim forms to file claim: _____

UPS / FEDEX Tracking #: _____

Notes: