

CLAIMS MUST MEET THE FOLLOWING REQUIREMENTS TO BE ACCEPTED:

- Only one claim can be submitted per invoice.
- Claims must be reported within **10 days of receipt** of shipment and **30 days of the invoice date**.
- Should damage have incurred during freight shipment - you must provide copy of BOL, listing damage to the shipment, packaging or freight. 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.
- Claims questions: Should you need to speak with a claims specialist email us at Claims@sagebh.com.
- Please include in the subject line: the name of your company and "claim" (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 #: _____	
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			
Item #: _____	Quantity: _____	Item Price: _____	Total Price: _____
Item Description: _____			
Reason for Claim: _____			

Total Claim: _____