

**CLAIMS MUST MEET THE FOLLOWING REQUIREMENTS TO BE ACCEPTED:**

- Email claim form and photos to [claims@sagebh.com](mailto:claims@sagebh.com) with the name of your company and "claim" as the subject line. (ex: "123 Furniture Claim")
- Only **one claim form** submitted per invoice.
- A claim must be reported within **10 days of receipt of shipment** and **30 days of the invoice** date.
- Include a picture of **each item** being claimed, clearly showing why it is being claimed. If more than one of the same item # is being claimed, there must be a photo of **each one**.

*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: \_\_\_\_\_