

Holiday TinsTM & Containers

Small Package Carrier DAMAGE CLAIM REPORT *(use for UPS or FedEx Ground/Express only)*

Submit One Document Per Package

Company Name _____

Customer ID# _____ Contact: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Tracking # _____

Date Discovered: _____ Date Claim Submitted: _____
(We must receive your claim within 21 days of delivery)

Was there visible damage to the box? Yes No

Describe damage to package contents: _____

Item Description	# of Lids Damaged	# of Bases Damaged
_____	_____	_____
_____	_____	_____

Disposition: Replacement In House Credit

- You must retain damaged cans/lids along with the box and all packaging materials for 14 calendar days. During this time the carrier retains the right to inspect and/or pick up the merchandise. Then you may dispose of the product as you see fit.
- Claim process may take up to 30 days.
- Should the carrier attempt to pick up or inspect a package you've discarded, you will be billed for replacements or the credit reversed.
- Do not submit multiple tracking numbers on one form.
- All claims must be submitted in writing.
- All claims must be submitted within 21 days of delivery date.
- Incomplete information may cause the claim to be denied.
- Once a claim is submitted, it cannot be added to, amended or altered.

I understand and agree to the above conditions.

Signature: _____ Printed Name: _____

FAX form to 1.800.749.5491; 713.666.3300 or mail to PO Box 1351, Bellaire, TX 77402-1351.

Office Use Only: Date Claim Received _____ Initials: _____ Claim # _____