

Short Shipment Facsimile Form

Our Policy

Carefully inspect all merchandise immediately upon delivery. Please pay special attention to any boxes that appear to have been opened. The client has the option of rejecting the shipment or indicating their finding on the consignee's copy of the freight bill at the time of delivery. With any alleged product shortage claims, your distributor must be notified in writing and supplied with appropriate supporting documentation and full particulars within two (2) business days of the order's delivery or **THE CLAIM WILL BE DISALLOWED.**

Please Note: *If the distributor's carrier is used, the manufacturer and distributor's responsibility for the shipment ends at the customer's receiving dock and this form is applicable. If the customer opts for their own carrier, then the manufacturer and distributor's responsibility for the shipment ends once the shipment leaves the distributor's shipping dock. Should the latter decision be made, the Short Shipment Form is no longer applicable for use and the manufacturer and distributor is no longer responsible. Your claim must then be addressed between you and your carrier.*

All Shortage Claims are pending until your distributor confirms and provides an Authorization Number. This response may take up to thirty (30) business days.

Failure to comply fully with these requirements will result in the manufacturer and distributor not assuming any liability whatsoever for resultant losses from short shipment. Customers shall remain liable for payment in full.

Please complete this form in its entirety and Fax to your distributor.

Distributor Information

Date and Time of Purchase	
Full Name of Distributor	
Telephone Number with area code and extension	
Fax Number with area code	

Billing Information

Complete Legal Company Name	
Current Street or P.O. Box Address	
City	
Province/State	
Postal Code/Zip Code	
Country	

Shipping Information

Complete Legal Company Name	
Current Street Address	
City	
Province/State	
Postal Code/Zip Code	
Country	

Contact Information

Contact's First and Last Name	
Phone Number including Area Code and Extension:	
Contact's email	
Fax Number including Area Code	

Order Information

Method of Payment	
Invoice Number/Packing Slip Number	
Purchase Order	

Product Code	Quantity	Description
Detailed Comments:		

Product Code	Quantity	Description
Detailed Comments:		

Product Code	Quantity	Description
Detailed Comments:		

Product Code	Quantity	Description
Detailed Comments:		

Product Code	Quantity	Description
Detailed Comments:		

Product Code	Quantity	Description
Detailed Comments:		

Pending Short Shipment Authorization

Thank you for your fax. Once we have reviewed your Short Shipment Form, you will be contacted within the next two (2) business days with a response.

Regards,
 Your Distributor
 Customer Service Department