



CLAIM INSTRUCTIONS FOR DAMAGED/FLAWED MERCHANDISE

PLEASE READ AND COMPLETE PRIOR TO RETURNING

To process your request, this form must be completed and faxed back to Abigails at **318-443-5400** OR e-mailed to **customerservice@abigails.net**
WITHIN FIVE DAYS OF RECEIPT OF YOUR SHIPMENT.

Account Name: _____ Telephone: _____
 Contact: _____ Fax: _____
 Address: _____ E-mail: _____
 City: _____ Bill ID #: _____ Invoice #: _____
 ST: _____ Zip: _____ Date Rec'd: _____

- Upon receipt of this form, we will review and issue a **CALL TAG**. Do **not** ship damaged/ flawed merchandise back to Abigails without prior authorization.
- Save all ORIGINAL PACKAGING MATERIALS, including boxes and shipping labels.
- Our SHIPPING COMPANY requires that claims be made within **five days** of receipt of merchandise. MOTOR FREIGHT shipments must be inspected upon arrival.
- **IT WILL BE YOUR RESPONSIBILITY TO PROPERLY PACKAGE FLAWED ITEMS BEING RETURNED. YOU WILL NOT BE GIVEN CREDIT FOR ITEMS THAT ARE RECEIVED BROKEN and/or DAMAGED DUE TO IMPROPER PACKAGING.**

ITEM #	DESCRIPTION	D	F	QTY	HOW DAMAGED OR FLAWED?	REPLACE	CREDIT

Total Number Of Boxes
To Be Returned: _____

TRACKING NUMBER: _____
UPS: located above bar code **FedEx GROUND:** located below bar code