



FOR INTERNAL USE ONLY
Day & Ross Dedicated Claim #:

CLAIM FORM FOR DAMAGES & SHORTAGES

Dealer Name			Dealer Code
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Dealer Address			
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Claim Value		Contact Name		Email	
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This claim is for:	Damage	Shortage
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DAMAGES – CLAIM DETAILS

Did you contact Day & Ross Dedicated Customer Service?	YES	NO	If yes, on what date? <i>(yyyy/mm/dd)</i>	
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Photos included	YES	NO	Part number		Delivery date <i>(yyyy/mm/dd)</i>	
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Part description				Bill of Lading (BOL) Number	
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Details describing the claim					
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Claim documentation checklist (mandatory) <i>Failure to include these documents may result in your claim being delayed or declined.</i>	Claim Form	Packing Slip	Photos	Parts Invoice with Dealer Costs
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Dealer must retain damaged parts & packaging material until claim is settled.

SHORTAGES – CLAIM DETAILS

Did you contact Day & Ross Dedicated Customer Service?	YES	NO	If yes, on what date? <i>(yyyy/mm/dd)</i>	
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Part number		Order date <i>(yyyy/mm/dd)</i>		Bill of Lading (BOL) Number	
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Part description				Expected Delivery Date <i>(yyyy/mm/dd)</i>	
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Details describing the claim					
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Claim documentation checklist (mandatory) <i>Failure to include these documents may result in your claim being delayed or declined.</i>	Claim Form	Packing Slip	Parts Invoice with Dealer Costs
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Dealer must retain damaged parts & packaging material until claim is settled.

Date <i>(yyyy/mm/dd)</i>		Claimant's Signature	
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The foregoing statement of facts is hereby certified as true and correct.