



INTERNATIONAL KITCHEN SUPPLY

Replacement Form

Replacement parts are available for items received damaged. Please fill out the replacement form in its entirety and return with photos of the damage to orders@internationalkitchensupply.com. Qualified damage replacement parts will be shipped through the most cost effective way, and at no charge to the customer. All damage and replacement claims must be received on the required forms within 10 calendar days of delivery. Multiple requests on the same order or replacement requests placed after the 10 calendar day window may result in an additional charge or may be denied. Replacement parts requested for concealed damage reported to International Kitchen Supply more than 5 days after delivery will be at the customer's cost (damaged item and shipping). All replacements requests must be submitted **BEFORE** items are assembled, installed, or altered in any way.

Damage Replacement Cannot be Processed Unless This Form Is Completely Filled Out

Date: _____ Prepared By: _____
Company Name: _____
Shipped To: _____
Address: _____

IKS Invoice #: _____ Date Merchandise Received: _____

REASON FOR REPLACEMENT

Damage Shortage Loss Other

Was damaged merchandise refused or accepted?	Refused <input type="checkbox"/>	Accepted <input type="checkbox"/>
Was shortage/damage noted on Delivery Receipt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was shrinkwrap intact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were cabinets on a pallet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was pallet broken or damaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a replacement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide complete and specific details.

Please describe in detail any damage to the **PACKAGING**.

Please describe in detail any damage or problems with **CABINETS**.

(List specific part of cabinet with the damage. Only the damaged part will be replaced, not the entire cabinet.)

REPLACEMENT PART(S) NEEDED

Carolina Oak(CYQ) Spice Maple(CSM) Classic White Shaker(SC) Mocha Shaker (DS) Savannah(SAV) Chestnut Pillow(CP)

IKS # Cabinet Part Needed IKS PO # printed on original box
