

IKS REPLACEMENT FORM

**DAMAGE REPLACEMENTS CANNOT BE PROCESSED
UNLESS THIS FORM IS COMPLETELY FILLED OUT**

DATE: _____ PREPARED BY: _____

SHIPPED TO: _____

ADDRESS: _____

IKS INVOICE #: _____ DATE MERCHANDISE RECEIVED: _____

REASON FOR REPLACEMENT

Damage Shortage Loss Other

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

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) Sienna Rope (MR) Savannah (SAV) Mocha Shaker (DS)

IKS Item #	Cabinet Part Needed	IKS PO # printed on original box
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ALL DAMAGE/SHORTAGE REPLACEMENT REQUESTS MUST BE REPORTED TO INTERNATIONAL KITCHEN SUPPLY IN WRITING.

CONCEALED DAMAGE MUST BE REPORTED WITHIN 10 DAYS OF RECEIVING THE MERCHANDISE.

YOU MUST RETAIN SHIPPING DAMAGE MERCHANDISE AND ORIGINAL PACKAGING AS RECEIVED FOR INSPECTION BY THE CARRIER (AT LEAST 9 MONTHS).

PLEASE PROVIDE PICTURES OF DAMAGED CABINETS AND OF ANY DAMAGE TO OUTER PACKAGING TO ASSIST US IN THE CLAIMS PROCESS. PICTURES CAN BE EMAILED TO: kboggs@internationalkitchensupply.com.