

Thank you for submitting your claim and thank you for contacting SurfaceWorks. Please review and complete the form below, this will provide us with the necessary information to process your claim. Make sure to read our [product warranty](#) before filing a claim. Please confirm that all of the information you provide is correct and submit this form to your SurfaceWorks account administrator.

HERE IS WHAT HAPPENS NEXT:

You will receive a claims number upon submitting your request. If you have any questions or need to talk to a representative immediately please contact us at 414.570.2677. Thank you!

- PART 1:** Provide a minimum of 3 photos. Attach each image to your email.
Photo 1 has to be of the overall furniture piece.
Photo 2 has to be a close-up of the damage.
Photo 3 has to be a close-up of the label/sticker found underneath the product.

- PART 2:** Provide contact, customer and shipping info.
 Date _____
 Dealer Name & Customer NO. _____

CONTACT name		END-USER name	
email		phone number	
phone number		address	
address			

PART 3: Order Info.

ORIGINAL PURCHASE ORDER #		MANUFACTURE DATE OR SHIP DATE	
SURFACEWORKS ORDER/LINE #		ITEM # FOUND ON PRODUCT LABEL	
REPLACEMENT PARTS REQUESTED	QTY	REASON FOR REPLACEMENT	<input type="checkbox"/> Damage in transit <input type="checkbox"/> Component Defect <input type="checkbox"/> Missing Item <input type="checkbox"/> Wrong Item Received <input type="checkbox"/> Installer Damage <input type="checkbox"/> Other
		FINISHES	

- PART 4:** Description of damage: _____

 Shipping notes and special instructions: _____
