

## **Claim Form**

Please examine all products upon receipt. If there is an issue with your order, please fill out the information below and return to **service@hbftextiles.com**. A client experience representative will contact you within 48 hours. Please keep the original packaging for reference until the claim is resolved. Cutting of the textiles will be deemed acceptance of the yardage.

Contact Information	
Date Submitted:	
Name:	Contact Phone:
Company:	Contact Email:
Customer Number:	Sales Rep:
Address:	
Order Information	
Original Sales Order Number:	Item Number(s) & Yd(s)/SF Affected:
Purchase Order Number:	
Invoice Number:	
Please write a detailed description of the issue. Please attach pictures if applicable.	
Suggested Resolution:	
Office use only: Claim/RGA #	