



CUSTOMER CLAIM FORM

*****FORM INSTRUCTIONS*****

***All sections of claim form must be filled in.**

In order to file a claim with PMP, all rejected material must meet the following claim requirements/ procedures before being accepted:

- 1) Claim & Return material must be at least 5% the original coil weight OR weigh 1,500 LBS.
- 2) At least three pictures must be taken for each damaged item:

- Picture 1- "close-up" shot of the damage
- Picture 2- "wide" shot of the entire coil/ panel
- Picture 3- coil #

FOR MATERIAL BEING RETURNED:

- 1) Coil # must be written on inside of coil OR tagged on panels
- 2) Return painted coils must be palletized
- 3) Provide driver with BOL + copy of each completed form

***All return material is subject to weight at PMP.**

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Contact: Joe McElligott
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CUSTOMER: _____

LOCATION OF CLAIM(S):
(CITY, STATE, ZIP CODE) _____

DATE OF CLAIM: _____

CLAIM ITEM #1

CLAIM ITEM #2

CUSTOMER INVOICE #: _____

GAUGE/ WIDTH/ GRADE: _____

COLOR: _____

DEFECT: _____

MILLTAG #: _____

COIL #: _____

ORIGINAL COIL:

WEIGHT _____

LENGTH _____

REJECTED COIL:

WEIGHT _____

LENGTH _____

REJECTED PANELS:

TOTAL WEIGHT _____

TOTAL LENGTH _____

TOTAL PIECE COUNT _____

DISPOSITION OPTIONS (circle choice):

CUSTOMER RETAIN @ DISCOUNT PRICE

CUSTOMER RETAIN @ DISCOUNT PRICE

RETURN TO PMP FOR CREDIT

RETURN TO PMP FOR CREDIT

CUSTOMER NOTES:

PMP USE ONLY

RETURN (NORTH SIDE)

SECONDARY (SOUTH SIDE)

RETURN BOL #: _____

DATE: _____

RETURN SHIPMENT DATE: _____

NEON STICKER COLOR (LOCATION): _____

RETURN QUANTITY: _____

NEW WEIGHT: _____

TRUCKING COMPANY: _____

CHECKLIST:

1. PAPER TAG (w/ COIL #, DATE, WEIGHT)
2. CLEAN FRONT OF COIL
3. BAND
4. PALLETIZE + PAPER WRAP
5. MOVE TO BAY 50E

DRIVER (PRINT NAME): _____

DRIVER DATE: _____

PMP CONSIGNEE (PRINT NAME): _____

PMP RECEIVE DATE: _____

PMP EMPLOYEE (PRINT NAME): _____