MERCHANDISE CLAIM FORM

1535 Baltimore Ave
Kansas City, MO 64108

1. Form must be filled out completely.
2. Email customerservice@sterling-inc.com, fax to (816) 472-7127 or mail to Customer Service.
3. **A Customer Service Representative will contact you with further instructions.**
4. Sterling is not responsible for any additional processing fees regarding any claims.
5. Claims may take up to 5 business days to process.

DATE: _____
ACCOUNT #: _____
CONTACT NAME: _____
PHONE #: _____
FAX #: _____
CUSTOMER REF # (IF APPLICABLE) _____

BILL TO NAME: _____
SHIP TO NAME: _____
SHIP TO ADDRESS: _____
SHIP TO CITY/STATE: _____
PO #: _____
INVOICE #: _____
INVOICE TERMS: _____

ITEM #	QTY	REASON Please be specific with description of reason to avoid a delay in processing your claim.	COST	EXTENDED PRICE	Office use only Comm %	RTS	Destroy	Sale	RA Code
			GRAND TOTAL						

Authorized Customer Signature _____ Date _____