

**Three Birds LLC
Damage/Defect Form**

Report # _____
Date Received _____

(to be completed by Three Birds)

Invoice # _____
Invoice Date _____
Company _____
Contact _____
Address _____

Phone # _____
Fax # _____
Email _____

Drop Ship Information only:

Customer _____
Address _____

Phone # _____

Item Code #	Quantity	Damaged or Defective Part	Item assembled .y/n If assembled, why?	*Describe Problem

***Please include a photo of the damaged item**

Was the carton damaged? _____

Describe damage _____

Plan of action (to be filled out by Three Birds) _____

***This form needs to be completed and approved by Three Birds before any item can be returned. Items returned without approval will be refused and the sender will pay all shipping costs associated.*