



Gold Leaf Design Group, Inc.  
1300 S. Kostner Avenue  
Chicago, IL 60623  
312.738.1790  
goldleafdesigngroup.com

## CLAIMS & DAMAGES

Any claims for damages or shortages must be made **within five business days** of merchandise receipt.

In order to process claims all boxes and packing materials must be available for inspection. Digital photos of both the product and packaging must be provided and should be sent to **claims@goldleafdesigngroup.com**

Today's Date \_\_\_\_\_

Company Name \_\_\_\_\_

Shipping Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Date Product was Received \_\_\_\_\_

Sales Order # \_\_\_\_\_

Note: We only review claims made within 5 business days of merchandise receipt.

Item #	Qty. Claimed	Reason	Photo Attached

Additional Information

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### STEPS TO PROCESS CLAIM

- Step 1** Complete Form
- Step 2** Submit form and supporting photos of items in question within five business days of merchandise receipt. Send all correspondence to **claims@goldleafdesigngroup.com**
- Step 3** Final result will be provided within seven business days