

Quick Claim Form

To receive a credit, this form must be filled out completely. Submit the Quick Claim Form and the completed carrier Delivery Receipt within five working days of the shipment being received. Email the form and the carrier delivery receipt to MPCEORDERS@PPG.COM or your CSR contact. If claim includes damage, pictures must be submitted and it must be noted on the delivery receipt or claim will not be valid and credit will not be issued. Claims received later than five working days of the shipment being received will not be valid and credit will not be issued. **Note: Red shaded areas are for Matthews Paint use only.**



Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Customer PO # _____ MPC Order # _____ MPC Inv. # _____

Freight Carrier _____ Pro # _____

Discount %	Customer #	CM Code	Date Received
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ORDERED			TYPE OF CLAIM						
			DAMAGED	LOST	SHORT SHIPPED	CREDIT MEMO	RECEIVED IN ERROR		REBILL
Product Code	Size	Qty	Qty	Qty	Qty	\$ Each	Product Code	Qty	\$ Each
Total							Total		

Was the order received "Subject to Count and Inspection" on the freight company's copy? Yes No	Was the complete shipment refused? Yes No
Was the shrink wrap intact? Yes No	If incorrect products were received, do you want to return these items? Yes No
Was the shrink wrap green? If not, check contents before receiving. Yes No	RGA #

Credit Memo #	Fin Pulse CM #
Rebill #	Fin Pulse CM #
CAIRS #	CAIRS Closed Yes
Warehouse Instructions	Service Now Yes Complete