BERMO ENTERPRISES

12033 US 131
SCHOOLCRAFT, MI 49087
(269)-679-2580 FX (269)-679-2611

CLAIM ADJUSTMENT FORM

RA/Claim# _____

Please fax all Claim Adjustment Forms to Sherry Quick at (269)-679-2611

COMPANY

Name _____ City, State, Zip _____
Address _____ Phone # _____
_____ Fax # _____

Product Info

Inv# _____
Po# _____

Item #	Description	Reason Code	Units Recd	Units Returned	Units Invoiced	Invoiced Unit Cost	Unit Cost Should Be	Difference in Cost	TOTAL

Sub Total
Less Discount
TOTAL

Approved By

Reason Codes

D = Damages S = Shortages P = Pricing Error O = Overages N = Did not order
O = Other _____

All claims must be filed on this form and are not valid until Bermo has assigned a RA/Claim number. Please allow up to 30 days for all claims to be processed. Bermo Enterprises will only accept Shortage Claims that are filed within 15 days receipt of goods (ROG). Damages will only be accepted if the claim is filed within 90 days from the date on the invoice. Claims that do not meet these requirements will be denied.