

Quick Claim Form

If your claim includes carrier related lost or damaged goods **DO NOT** use this form. File your claim at <http://myezclaim.com/quickclaim/QuickClaim/QuickClaimEntry?ClientGuid=89b5c9fd1fc74f15a28a754e1e9c03eb>. If claim includes damage, pictures will be required and it must be noted on the delivery receipt or the 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.



To receive credit/invoice for short, over or incorrect items, this form must be filled out completely. Submit this Quick Claim Form within five working days of the shipment being received. Email the form to RCFC@ppg.com. 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. # _____

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

If incorrect products were received, do you want to return these items?	<input type="radio"/> Yes <input type="radio"/> No	RGA #
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Credit Memo #	Fin Pulse CM #
Rebill #	Fin Pulse CM #
CAIRS #	CAIRS Closed <input type="checkbox"/> Yes
Warehouse Instructions	Service Now Complete <input type="checkbox"/> Yes