*Glow Scented Candles – Claim Form Email to deb@best-fundraising-ideas.com*

**Fill in the chairperson’s name, organization, phone number, and email address. Please don’t leave this section blank. We will be forwarding your claim form to GLOW Scented Candles:**

**Chairperson: Organization:**

**Phone Number: Email:**

**1.** Add the seller’s name, the item number, description, and scent.

**2.** Include the quantity of that item the seller ordered.

**3**. Ask the seller how many that item they received and complete column #5.

**4.** Fill in the number missing or broken, and list any extra items received.

PLEASE READ BEFORE COMPLETING FORM. Replacements won’t be shipped if the form is not completed correctly.

- Refer to the sales report in your email or your account for the qty of items ordered for the seller, not the seller’s brochure order form.

What was ordered may not match the seller’s order form.

- Confirm you received each seller’s box(s) and then distribute. Request each seller to report missing/broken items within 3 days. You must ask how many of each item was received in the seller’s box. Compare the quantity of the item received to the sales report. Shortages may not be missing items but rather, mistakes with the number of items ordered.

- Email photos of broken items and damaged boxes to deb@best-fundraising-ideas.com.

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| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Seller’s Name** | **Item #** | **Description****and Scent**  | **Qty of that Item Ordered** | **Qty of that Item Received (Required!)** | **Quantity Damaged** | **Quantity of that Item Missing from the Shipment** | **Qty of Extra Items Received & Description** |
| ***Seller’s Name*** | ***LM74*** | ***Hexagon Candle******Baked Apple Crisp*** | ***7*** | ***6*** | ***0*** | ***1*** | ***1 – Coffee Shop*** |
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- A replacement order will not be processed if column #5 is not filled in.

- ONE claim form will be accepted. After receiving your delivery, wait a few days before submitting the claim form to be certain all items missing/broken have been reported. Additional claim forms will add a shipping fee.

- A new order can by placed if you missed ordering the correct number of items. Errors due to ordering the wrong quantity are not “missing items”.