

## LOSS/DAMAGE CLAIMS FORM

**Instructions:**

Sign the completed form and fax, mail, or email it to us. If your item was damaged during shipment, show the damaged shipping container to your UPS or USPS driver and take photos of it. Email the photos to us at the address below. Have the driver sign this form on the space below.

**Name of Merchant:**

Made In New Mexico, LLC

**Merchant Contact:**

104 W. Plaza, Taos, NM 87571 Fax: 866-896-5551

Email: [service@madeinnewmexico.com](mailto:service@madeinnewmexico.com)

**My Name:**

\_\_\_\_\_

**Recipients Name:**

\_\_\_\_\_

**Shipping Address:**

\_\_\_\_\_

**Shipping City, State:**

\_\_\_\_\_

**Shipping Postal/Zip Code:**

\_\_\_\_\_

**Shipping Country (if not USA):**

\_\_\_\_\_

**My Telephone:**

\_\_\_\_\_

**My Email Address:**

\_\_\_\_\_

**Date Ordered:**

\_\_\_\_\_

**Order Number:**

\_\_\_\_\_

**Items Purchased:**

\_\_\_\_\_

\_\_\_\_\_

**Total Price Paid:**

US\$ \_\_\_\_\_

**Shipping Method [check one]:**

- USPS Air Mail  USPS Global Express Mail  
 UPS Ground  UPS 2<sup>nd</sup>-Day Air  UPS Next Day

**Tracking/Delivery Confirmation #:**

\_\_\_\_\_

**Nature of Claim [check one]:**

- Never received  
 Arrived damaged. *Description of damage:*

\_\_\_\_\_

**My Signature:**

\_\_\_\_\_

**Today's Date:**

\_\_\_\_\_

**Driver's Statement:**

"I have examined the shipping container and confirmed that it was damaged during shipment."

**Driver's Name:**

\_\_\_\_\_

**Driver's Signature:**

\_\_\_\_\_

**Supervisor Name & Phone:**

\_\_\_\_\_