



## DAMAGE/MISSING ITEMS AUTHORIZATION FORM

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PLEASE FILL OUT AND RETURN THIS FORM, ALONG WITH PHOTOS OF DAMAGED PRODUCT VIA EMAIL OR FAX

BOBO CUSTOMER INFORMATION		
Business Name: _____		
Address: _____		
City: _____	State: _____	ZIP Code: _____
Email: _____	Phone: _____	
Today's Date: _____	Date of product arrival: _____	Bobo Invoice Number: _____

DAMAGES/ QUALITY CONTROL		
BOBO ITEM NUMBER/BOBO ITEM NAME	QUANTITY	EXTENT OF DAMAGE (PHOTO REQUIRED)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>HOW DID YOUR PRODUCT SHIP?</b>		
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> SAIA <input type="checkbox"/> ABF <input type="checkbox"/> Customer Pick-Up		
Other: _____		
<b>WAS THE BOX DAMAGED UPON ARRIVAL?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure		

MISSING PARTS/ HARDWARE		
BOBO ITEM NUMBER/BOBO ITEM NAME	QUANTITY	PARTS MISSING
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*\*Damage claims must be reported immediately upon arrival. Submit claim to our office within (2) business days of receipt of order. In the event of a claim, PLEASE SAVE ALL ORIGINAL PACKAGING MATERIALS. We will determine if product is repairable by photos provided and will contact you if further information is needed. No returns or damaged merchandise will be accepted without a Return Authorization issued by BoBo Intriguing Objects customer service department.