

# Hillcrest Nursery Inc. Claim Letter

Claimant: \_\_\_\_\_ For: Damage  Shortage   
 \_\_\_\_\_ Lost Items  Other

Description: \_\_\_\_\_

Date & Time of Delivery: \_\_\_\_\_ AM / PM

Description of Loss: \_\_\_\_\_

Invoice #: \_\_\_\_\_ PO #: \_\_\_\_\_

### Losses Incurred:

(Number and description of items lost/damaged, nature and extent of loss or damage, etc.)

*Example: 52 plugs of Lavender Hidcote dead from cold damage / 100ct tray of Mint Mojito missing*

	\$
	\$
	\$
	\$

*Total Amount of Claim in USD* \$

In order to file a claim, the following is required:

- An estimate or exact count of how many plants were lost
- Photos and/or videos of any and all damage to plants/box
- Initial Claim must be within 24 hours of shipments arrival
- Must be emailed to [orders@hillcrestnursery.com](mailto:orders@hillcrestnursery.com)

**Note: Final totals must be submitted within two weeks of shipments Date of Delivery**

Company: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Alt: \_\_\_\_\_

Comments: