

HOW TO FILE A CLAIM

1. **Notify** Champion International of your pending claim within **45** days of delivery.
2. **Complete and sign** the claim form, corresponding inventory or packing list numbers to the damaged items.
3. Provide **written estimates** supporting replacement cost of missing or irreparable items.
4. Do not **repair** or **discard** any damaged items.
5. **Return** the completed claim form and estimates to our office **within 90 days** of notification. If you prefer, you may send them via fax to 724-873-8008 or email: claims@champmove.com.
6. Should you need assistance in complying with any of the above, please notify our office.