Version 102009

Incident Report Form

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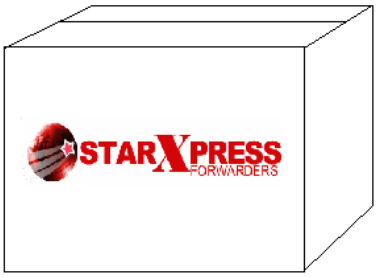
This form is to be filled out by customer's who has claimed that their package was tampered and/or has been lost during shipping and/or delivery.

Instructions: Fill this form completely and fax it to our toll free fax 1-(866) 857-7892 or email us at starxpress1@yahoo.com. For more than one box missing or tampered you must fill out another form.			Check One: ( ) Box was not delivered ( ) Box was tampered and items were stolen		
Sender's Name:		Contact Number:		Invoice Number: Found on the top of your invoice	**FL**
Receiver's Name:		Full Address		Date Received:	

From the picture below identify where you suspect you package was breached. This is only if your box was tampered.	Described what has happened. Be as detailed as you can.
	

Please write all items that were missing. Please note that these items will be compared to your invoice.

Description	QTY	Description	QTY

* If you need more space please use a blank sheet of paper.

What is the total value missing in dollars? $ _____

_____ Signature

_____ Date