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**Logistics Department**

**Loss and Damage Claims Procedure**

**DEALER SALVAGE AUTHORIZATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Information | | | | | | | | | | | | | | |
| Customer Name: | |  | | | | Attention: | |  | | | | | | |
| Street Address: |  | | | City: |  | | | | State: | | |  | Zip: |  |
| Carrier and Original Pro Number: | | |  | | | | Shipper: | | |  | | | | |
| Our Claim Number/Invoice Number: | | |  | | | | Consignee: | | | |  | | | |

Please use this authorization to salvage the damaged product, covered by the above Pro Number. As a part of the credit memo process, American Hotel Register will deduct the amount of this credit from the corresponding credit memo.

**Product to Be Salvaged**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Product Description** | **SKU** | **Weight** | **Cost Per Unit** | **Salvage Allowance** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total |  |  |  |  |  |

Please acknowledge receipt of these instructions and Authorization, in writing to this writer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name: | |  | | | Your Name: |  | |
| Title: |  | | Date: |  | Your Signature: | |  |

If you have any questions or problems arranging for this pick up and/or salvage, please contact this writer:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Writer Name: | |  | | | Writer Signature: | |  | |
| Phone: |  | | Fax: |  | | Email: | |  |