



# OKK Trading, Inc.

**Toys, Stationery, Seasonal, and Dollar Items**

5705 Union Pacific Ave, Commerce, CA 90022

Tel: (323) 725-8800 Fax: (323) 725-8822

## CUSTOMER CLAIM FORM

<b>COMPANY NAME</b>		<b>DATE OF CLAIM</b>	
<b>ACCOUNT / CUSTOMER ID #</b>	<b>MER CONTACT</b>	<b>SALES PERSON</b>	
<b>PURCHASE ORDER NO.</b>	<b>ORDER DATE</b>	<b>INVOICE NO.</b>	<b>TERMS</b>

### DAMAGE / SHORTAGE

1.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>	<b>CORRECT \$</b>	<b>TOTAL \$</b>
	<b>REASON:</b>					
2.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
	<b>REASON:</b>					
3.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
	<b>REASON:</b>					
4.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					
5.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					
6.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					
7.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					
8.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					
9.	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Q'TY (PCS)</b>	<b>UNIT \$</b>		<b>TOTAL \$</b>
						\$ -
	<b>REASON:</b>					

#### **OKK ACCOUNTING DEPARTMENT ONLY**

<b>APPROVED / DENIED BY</b>	<b>TURN INVOICE</b>	<b>DATE ISSUED</b>		<b>TOTAL ISSUED</b>