Made in China
Factory Code ( )

Model No. 000-000

Parts and Damage Replacement Procedure

Effective April 1, 2010

Supersedes all previous parts and damage policies.

Thank you for purchasing this product

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized Powell Reseller and was received in it's originally sealed carton.
3. If you find a part missing or damaged you have a 30-day window in which to order a replacement part from the date on your purchase receipt.
4. You have 3 ways to do this. You will need a copy of your purchase receipt or invoice
   a. By FAX: You can fill out the part order form below and fax it to: 310-838-1474
   b. By Email: You can fill out and submit the part order form to: parts@powellcompany.com
   c. By Mail: You can fill out the part order form below and along with a copy of your receipt send it to Powell, Parts Department, PO Box 1408, Culver City, CA 90232
5. Once this order is sent in you will be notified if the part(s) you are requesting can not be shipped within 5-7 business days.

A COPY OF YOUR PURCHASE RECEIPT OR INVOICE MUST BE ATTACHED TO THIS ORDER FORM.
NO ORDERS WILL BE PROCESSED WITHOUT PROOF OF PURCHASE.

NAME: _____

ADDRESS: _____
(No Post Office Boxes)

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

FAX: _____

REASON FOR REPLACEMENT / PLEASE CHECK APPROPRIATE BOX:

- ☐ Damaged / scratched, cracked, broken, crushed, etc.
- ☐ Mechanical malfunction / drawer glides, swivel mechanisms, lid stays, etc.
- ☐ Missing pieces
- ☐ Unfinished surface
- ☐ Wrong color
- ☐ Other

IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity