

FLOOR SOURCE - CLAIM FORM

*Full claim process outlined on page 3

Date _____ Claim # _____

Distributor Information:

Name _____ Address _____

City _____ ST _____ Zip _____ Phone _____

PO # _____ FSF Invoice # _____ Invoice Date _____

Retailer Information:

Name _____ Address _____

City _____ ST _____ Zip _____ Phone _____

Consumer Information: Contact Name _____

Address _____

City _____ ST _____ Zip _____ Phone _____

Installer: _____

Address _____

City _____ ST _____ Zip _____ Phone _____

Product Name _____

SKU# _____ Square Ft _____

Date Delivered to Job _____ Acclimation Period _____

Date Installed _____ Date of Problem _____

Date Homeowner Contacted Retailer _____

Claim Description/Comments: _____

What is the Dealer or Consumer Requesting? _____

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New Construction _____ Remodel _____

Adults _____ Children _____ Pets _____

Installation Areas _____

General Condition of the Floor _____

Humidification System

Operational Yes _____ No _____ Type _____ Reading _____

Dehumidification System

Operational Yes _____ No _____ Type _____ Reading _____

Room Temperature _____ Relative Humidity _____

Type of Heat System _____ Type of AC _____

Underlayment _____ Expansion Space _____ Crawl Space? _____

Grade Level _____ Sub Floor Type – Plywood _____ OSB _____ Concrete Slab _____

Subfloor Type / Thickness _____ Subfloor Condition _____

Installation Method Nail/Staple _____ Type Length and Spacing _____

Glue _____ Adhesive Used _____ Floating _____

Expansion Space (Along Perimeter Edges) _____

Moisture Test at Time of Inspection – Floor Results _____ Subfloor Results _____

Moisture Test Performed Before Installation (From Installer)

Wood Floor - Results _____ Subfloor Results _____ None Taken _____

Additional Comments _____

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Amount of Claim Requested (Please include backup invoices/estimates)

Product: _____

Labor: _____

Freight: _____

Total Claim: _____

Samples of defective material or pictures must be provided with claim form. Submit completed claim form to claimsfloorcenterusa@gmail.com or to 1115 S. Chattanooga Street, PO Box 468, LaFayette GA 30728.

FLOOR SOURCE CLAIMS PROCESS

In the event that you must file a claim, following are the steps that should be taken:

- 1) Before filing a claim with our office, please make sure that it is within the warranty coverage period. Manufacturing defects are identified within a twelve month period after installation. Claims must be filed within 30 days after any defect or issue has been detected.
- 2) A FLOOR SOURCE Claim Form must be completed and submitted to our claims office either by fax, 706 638 0595, or by email to claimsfloorcenterusa@gmail.com. If there is insufficient information on the submitted form, the form will be returned for completion. Pictures and/or samples must be submitted for all claims filed. **VERBAL REPORTING OF AN ISSUE DOES NOT CONSTITUTE FILING A CLAIM. NO ACTION WILL BE TAKEN UNTIL A COMPLETED CLAIM FORM IS RECEIVED BY OUR OFFICE.**
- 3) FLOOR SOURCE reserves the right to request written job site pre-installation documentation and, where applicable, a copy of the Sub-Floor Moisture Record. Please refer to the installation instructions.
- 4) Upon receipt of the required documentation, a claim number will be issued to you. This claim number should be used on all correspondence. A file will be opened, and we will begin review and processing of your claim.
- 5) All claims should begin the processing phase within 10 days of receipt of the completed claim form.
- 6) You will be notified in writing under any of the following conditions:
 - a. The claim is approved and how FLOOR SOURCE proposes to resolve the issue.
 - b. The claim is denied and our basis for such denial.
 - c. We are exercising our right to have the flooring examined by an independent inspector.
- 7) Should we determine that an inspection of the flooring is warranted, FLOOR SOURCE will engage the services of a certified independent inspector to evaluate the flooring for manufacturing defects, document the previous and current environmental conditions of the home, maintenance, and confirm proper installation in accordance with NWFA and our guidelines.
- 8) It generally takes 14 to 21 days to receive a written report from an inspector. Upon receipt we will provide you with our standing on the claim and a copy of the written report.
- 9) If it is determined that the flooring is defective, FLOOR SOURCE will be responsible for any inspection fees incurred. Conversely, if the defect is nonmanufacturing related, you will be invoiced for the inspection fees.
- 10) Settlement of claims for manufacturing defects will be in accordance with the NWFA guidelines and FLOOR SOURCE warranty and may include, but not be limited to, recoating, refinishing, filling or furnishing comparable flooring (of FLOOR SOURCE manufacture and of similar color, pattern, and quality), for either the repair of the defective area or the replacement of the floor, at FLOOR SOURCE's sole option. Reasonable and customary labor charges for professionally installed floors at 100% for the first year of the warranty period only. Wear warranties are prorated over the stated cycle. For additional details, please refer to your FLOOR SOURCE Warranty.

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