



Promotion and Advertising Claim Form

Dealer Name _____ Customer # (if known) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Date of Claim _____ Claim # or Reference _____

NOTE: Claims will not be processed without proof of performance. Refer to the Promotion and advertising terms for details.

Advertising: **Print:** (1) Original tear sheet (no faxed copies), printed piece or web site address, (2) Paid Invoice
Broadcast: (1) Station Affidavit, (2) Paid Invoice, (3) Copy of Script/Storyboard

Media	Date(s)	Total Cost	VELUX Portion
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Events: **Attach information** to verify the event; e.g. brochures, letter of invitation, flyers, etc.
 Participation will be confirmed by a VELUX Representative.

Event Type	Date(s)	Total Cost	VELUX Portion
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

VELUX Representative(s) who attended event:

Dealer Representative(s) who attended (with VELUX Rep); e.g. trips, games:

Don't Forget:

- To include required documentation
- Claims, utilizing a minimum of 50% of funds, must be submitted between Januruy 1 and June 30
- A VELUX representative must be present at events

Please refer to the current VELUX Promotion & Advertising Terms for claim details.

Visit veluxusa.com/professional/digital-guidelines to download Logos and Product photos.

Contact and Submittal:

VELUX America LLC
Attn: Tonya Noffz

E-mail submissions preferred:

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