

LANDSCAPE CONTRACTORS BOARD
2111 Front St NE Ste 2-101
Salem, OR 97301
(503) 378-5909
Fax: (503) 378-5950
www.lcb.state.or.us

**STATEMENT OF CLAIM FORM
MATERIAL SUPPLIER**



**INSTRUCTIONS FOR COMPLETION
OF THE STATEMENT OF CLAIM FORM**

Claims may only be filed up to one year after the delivery date. Claims are for a breach of contract unpaid material or equipment.

1. **Complete all applicable boxes on the claim form. If you fail to do this, the form will be returned to you for completion and the processing of your claim will be delayed.** However, if you do not have the contractor's LCB number, leave that space blank and we will search our records for the number.
2. Provide documentation to verify your claim, such as statements, invoices, or billings, and both sides of NSF checks.
3. Provide the dollar amount associated with the damage you are claiming for each individual claim item, if possible. If you have documentation that shows the dollar amount of your alleged damages, please submit it along with your claim form.

4. Be sure to include a complete list of unpaid invoices in chronological order. Attach a copy of each invoice listed. Failure to prove this information will result in a delay in processing of your claim.
5. Be sure to date and sign the claim form. Failure to submit a signed claim form will result in a delay in processing your claim.

PLEASE ADHERE TO THE FOLLOWING GUIDELINES IN ALL INFORMATION YOU SUBMIT THROUGH THE PROCESSING OF THIS CLAIM.

1. Use 8 ½" by 11" (normal letter size) paper whenever possible. If you have items smaller than 8 ½" by 11", please tape them to 8 ½" by 11" paper. For two-sided items such as checks, photocopy each side. **Send legible copies, not originals.**
2. **Do not send photos, videotapes, or audiotapes.** You should retain this type of documentation. You should indicate in your claim that you have this documentation and provide a brief description of it. You may be asked to produce this material at a later time.
3. Type or write in blue or black ink. No pencil, please.
4. Don't organize documents in notebooks or binders. These will not fit in our files. Please don't attach post-it notes or business cards.
5. Allow at least a ½" margin on all sides of each page, and do not write on both sides of the paper.
6. Use white or very light colored paper. Other colors of paper do not copy well.
7. Do not highlight portions of documents. When photocopied, the highlighted areas black out the text behind it.

Landscape Contractors Board
 2111 Front St NE Ste 2-101
 Salem OR 97301
 Telephone: (503) 378-5909
 Fax: (503) 378-5950
 www.lcb.state.or.us

THIS BOX FOR OFFICE USE ONLY	
Claim Number:	
License Date:	
License Type:	
Bond Info:	
Contractor:	
OFFICE DATE STAMP	

STATEMENT OF CLAIM MATERIAL/EQUIPMENT

1. Person Making Complaint Company Name				2. Complaint Against Name			
Name of Representative		Position/Title		Company			License No.
Mailing Address				Mailing Address			
City	State	Zip	Phone ()	City	State	Zip	Phone ()

3. Other Filings

Check this box if other LCB claim(s) have been filed affecting this property (Claim No.(s) _____)

Check this box if this issue has been submitted to a court or arbitration for determination or resolution, and attach details

4. Claim Details
 Please complete the following recap. Invoices must be listed in chronological order (oldest first, most recent last). The total amount claimed must reconcile with the invoices listed. Attached a copy of each invoice listed.

Date of Invoice	Invoice #	Invoice Amount	Complete Job Site Address

Have you contacted the business to resolve the matter? Yes No

When? _____ How? _____

Result? _____

A. Total of invoices listed	\$ _____
B. Enter total amount of tools, interest, and service charges included in above invoices	\$ _____
C. Enter total payments received or other credits to apply against above invoices	\$ _____
D. Total of A minus B & C.....	\$ _____

The foregoing is true, complete, and correct to the best of my knowledge and belief.

Date: _____ Signature _____

