

# Allowance Claim Form

As a DuraPro Authorized Dealer, you are entitled to receive 2% of total net purchases as a marketing allowance.

*Claims may be made annually or twice each year: in January and July. For the period between January to June, submit your claim by July 31st. For the period between July to December, submit your claim by January 31st. For an annual claim (January to December), please submit your claim by January 31st of the following year.*

**Submit a claim within 30 days after the end of a period.**

Claims will be disbursed as credit into your online DuraPro store account.  
Fax or send all claims to DuraVent's DuraPro Administrator for processing.

\_\_\_\_\_

Today's Date: \_\_\_\_\_ Your DV Distributor: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Dealership Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Claims that cannot be verified as accurate will be returned for re-submittal.

Net purchases for period:  Jan - June  July - Dec  Jan - Dec \$ \_\_\_\_\_ x 2%

\$ _____ Requested Allowance Claim
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Provide proof of DuraVent product purchases to verify allowance claim for timely processing (printout from your distributor of purchases in the time period checked). Acceptance of claims without supporting documents is at the discretion of DuraVent.

## Send Claims To:

**By fax:** To the attention of the DuraPro Administrator  
**518-463-5271**

**By mail:**  
DuraVent  
DuraPro Administrator  
10 Jupiter Lane  
Albany, NY 12205

**By email:** Scan the form and attach to email. Send to:  
DuraPro Administrator: [durapro@duravent.com](mailto:durapro@duravent.com)

