

## INSTRUCTIONS FOR CLAIM FORM

**IMPORTANT:** Please provide copies of these documents along with this claim form:  
(Failure to supply any of these documents may result in a delay in processing your claim and/or in the disallowance of your claim.)

- Copy of all contracts, invoices, leases or other agreements which support your claim.
- Be sure to provide a detailed explanation as to how you calculate the amount of your claim.

**ALSO:**

- **DO NOT SEND** your completed claim form to the Court, this will only delay the claim process.
- We strongly recommend that you return your completed claim form via certified mail.
- Once your claim form is received, a postcard will be sent to you confirming receipt of your claim. If you **DO NOT** receive a postcard within 30 days of submitting your claim, it is **YOUR RESPONSIBILITY** to contact us immediately to correct the problem. It is strongly recommended that you keep a copy of the completed claim form for your records.
- **IT IS YOUR RESPONSIBILITY** to advise us of any address or phone changes.
- For more information or to monitor the status of this receivership case, please refer to the Receiver's website at [www.selectassetreceiver.com](http://www.selectassetreceiver.com).
- If you have any questions regarding this claim form, please feel free to contact either of the claims administrators for this estate:

Stephen Tomasky 214-880-1812  
[stomasky@qslwm.com](mailto:stomasky@qslwm.com)

Or

Leslie Finn 214-880-1841  
[lfinn@qslwm.com](mailto:lfinn@qslwm.com)