

STANDARD FORM FOR PRESENTATION OF LOSS AND DAMAGE CLAIM

Claimant's Ref No. _____

To: _____
(Name of Delivering Carrier to who claim is presented)

_____ (Date of claim being processed and filed)

_____ (Street Address or Mailing Address)

_____ / _____
(Claimant's telephone Number / Contact Name)

_____ (City, State, Zip Code)

_____ / _____
(Carrier's telephone Number / Contact Name)

This Claim for \$ _____ is made against your company for Damage Loss in connection with the following described shipment:

(Shipper's Name)	(Consignee's Name)
(Point Shipped From)	(Final Destination)
(Truck No. / Trailer No. / Driver Name)	(Name of Delivering Carrier)
(Date of Bill of Lading)	(Date of Delivery)
(Bill of Lading #)	(Delivering Carrier's Ref No.)

Detailed Statement Showing How Amount Claimed is Determined (Number and description of articles, nature and extent loss or damage, invoice price of articles, amount of claim, etc.)	
Total Amount Claimed	\$

Seal# _____

Seal was intact Yes or No

THE FOLLOWING DOCUMENTS ARE SUBMITTED IN SUPPORT OF THIS CLAIM (check all items that pertain)

- Original or certified copy of Bill of Lading.
- Original invoice or certified copy (expense) bill.
- Other particulars obtainable in proof of loss or damage claimed.
- Shipper or Consignee concealed loss or damage form.
- Other documentation bearing notation of loss or damage.

_____ (Name of Claimant)

_____ (Date form completed)

_____ (Street Address)

_____ (Signature of Claimant)

_____ (City, State, Zip Code)

_____ (Printed name of Claimant)

STANDARD FORM FOR LOSS AND DAMAGE

NOTICE TO CLAIMANTS

Claimants are requested to make use of this form for filing claims with carriers. Claims may be filed with the carrier's agent either at the point of origin or destination of shipments, or direct with the Claim Department of the carrier, and will be considered properly presented only when the information and documents called for on the other side of this form have, as far as possible, been supplied.

Before presenting a claim on account of loss and damage, the following important information respecting claims should be given careful consideration:

1. The terms under which property is accepted and transported by a carrier are stated on the bill of lading issued by the carrier; also in schedules, tariffs and classifications issued or subscribed to by the carrier. Persons intending to file claims should, before doing so, examine the terms and conditions under which the property was accepted and transported.
2. Carriers and their agents are bound by the provisions of law, and any deviation there from by the payment and claims before the facts and measure of legal liability are established will render them as well as the claimant, liable to fines and penalties by law.
3. In order that carrier may have an opportunity to inspect goods and thereby properly verify claims, any loss or damage discovered after delivery should be reported to the agent of the delivering line, as far as possible, immediately upon delivery, or within 15 days after receipt of goods by consignee. Concealed loss and damage claims should be supported by an "Inspection Report Form" covering the joint inspection of the loss or damage by consignee and carrier's representative.
4. It is a common practice for manufacturers and others to ship large quantities to key points for warehousing and later distribution to surrounding areas. In many instances, the original container is not opened and the contents examined before re-shipment to final destination. When this practice is followed, it is impossible to determine after delivery to final destination whether loss or damage of a concealed nature occurred before or after re-shipping. Consignees can usually expedite settlement by securing initial shipper's and warehouse's cooperation in supplying necessary billing reference so that shipment can be identified in handling with carriers rendering transportation to the distribution point.