## **Claim Letter**

This claim is for US\$:	For: Damage S	Shortage			
Commodity Description:					
Date and place damage or shortage was first discovered:					
Description of Loss:					
Bill of Lading #:	Shipment #:				
Itemized statement showing how amount claimed is determined (Number and description of articles, nature and extent of loss or damage, invoice price of articles, etc.)					
Example: 1 Refrigerator I	Nodel #FRIGID12345, dented on right side of door	Value: \$799.95			
		\$			

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	\$
	\$
	\$

Total Amount of Claim in USD \$

In order to file a claim, the following support documents are required:

- 1. Bill of Lading
- 2. Delivery receipt(s)
- 3. Invoices highlighting damaged/short items
- 4. Photos of damages for claims exceeding US\$750.00
- 5. Other relevant information or documentation pertaining to the claim if applicable

## Note: Damaged goods must be retained for presentation at time of settlement

Company:	Today's Date:
Contact: Mr./Mrs./Ms.	Phone:
Email:	Fax:
Mailing Address:	
City:	State/Country/Zip:
Signature:	