

## **Shipco Transport, Inc. Loss and Damage Claim Form**

**Date:** \_\_\_\_\_ **Bill of Lading:** \_\_\_\_\_ **PRO:** \_\_\_\_\_

**Claimant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Filed By:** \_\_\_\_\_

**Amount of Claim:** \_\_\_\_\_

*\*Any charges related to the damaged shipment including freight charges.*

**Claim filed for:**

- Visual Damage (Noted on Freight Bill)
- Shortage (Noted on Freight Bill)
- Concealed Damage (Discovered after Delivery)
- Concealed Loss (Discovered after Delivery)

**Detailed Statement Showing How Amount Claimed Is Determined**  
(Number and description of articles, nature and extent of loss or damage)

**Please send claim form, along with the following documents to [domesticclaims@shipco.com](mailto:domesticclaims@shipco.com)**

- Original Commercial Invoice (certified copy acceptable). A commercial invoice is the actual invoice indicating the cost of all of the items contained in this shipment.
- Copy of the Bill of Lading
- Copy of the Delivery Receipt with exception notation
- Detailed Repair Invoice. Only send if claim is for repair of damage. Invoice must show cost of material, labor, etc.

**Disclaimer:**

- Concealed Damage must be notified as soon as possible. Depending on the carrier the deadlines are as short as 48hrs to 5 days.
- Damaged goods, along with packaging, must be retained until the claim is resolved, or until the claimant is given disposition by the carrier.
- Please note claims are not paid out based on invoice value. The claim is paid out at the carrier liability coverage.
- Early filing enhances our ability to process quickly. Many claims are concluded within ninety (90) calendar days. All claims will be acknowledged within thirty (30) days of receipt of the claim form.
- All freight charges must be paid before a claim will be concluded.