

## Cargo Loss & Damage Claim

Date Prepared: \_\_\_\_\_

**Claimant Information**

Claimant Name (payable to): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Remit to address (if different from above): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No: \_\_\_\_\_

Claimant Reference No.: \_\_\_\_\_

Courtesy Freight Pro No. \_\_\_\_\_

**Type of Claim:**     Shortage     Damage     Other (specify) \_\_\_\_\_

**Detailed Statement Showing how Amount of Claim is Determined**

Quantity	Description	Item/Part #	Price Per Item	Extended Total
<b>Total Claimed Amount</b>				

**Please attach copies of:**

- SUPPLIER'S ORIGINAL INVOICE** showing ALL COST PRICES and discounts
- ITEMIZED REPAIR INVOICE** showing hours of labour, rate per hour, and cost of materials
- Additional Documents – inspection report, photos, statements, etc.

***Please allow a minimum of 45 days to process after receipt.***

**SALVAGE** must be retained until claim is finalized. Failure to do so could result in a reduction of your claim if Courtesy Freight Systems Ltd. is found liable.

Address where Salvage is available: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_