

INSTRUCTIONS TO SHIPPER
FOR
PRESENTATION OF CLAIM FOR LOSS AND DAMAGE

Please follow the step-by-step instructions which may differ in cases of loss vs. damage.

Column No. 1: The inventory number is very important, please show the number that was attached to the article when loaded at origin. On packed items, indicate the container item number.

Column No. 2: State the name of the article, such as "small carton," "triple dresser," etc. Use same name as on inventory or show **corrected two names.**

Column No. 3: (a) If a shortage is claimed - give a complete description including color, size, shape, model numbers, manufacturer's name, etc., which will be used for tracing back to origin. Also state where purchased, cost when new, cash value at time of loss, considering depreciation and other factors. Immediate reporting of claimed missing items is very important. If carton, identify contents of container and inventory item number (tag number) and any identifying marks that may be unusual. (b) If article is damaged, again be sure to give full description, color, size, shape, model number, manufacturer's name, etc., describe severity and location of damage such as worn - torn - soiled - rubbed - scratched - dented, etc., explaining the exact location such as "top right front corner," "bottom left side panel," etc. Sofas and chairs are described left or right - facing the article - NOT from a sitting position. This is necessary to compare the origin inventory to determine new or pre-existing damage. (c) On packed items, indicate whether the container was damaged and the extent of any damage, as above.

Column No. 4: If actual weight is not available, give an estimate.

Column Nos. 5, 6 & 7: Settlement may be expedited if original sales tickets or appraisals or identical articles or affidavits as to the value accompany this form and the information inserted in columns.

Column No. 8: Estimated Cost of Repairs - Shipper's estimate should be noted. If an estimate from a qualified repairman or appraiser is available -- include it in this report.