

	Claim Information
Freight Carrier Name	
BOL Number	
Pro Number	
Delivery Date	
Claim Amount (include requested freight charges)	
Type of Claim: Concealed, Shortage, Missing, Damaged	Concealed Damage MUST be reported within 5 days of delivery.
Is the damaged item repairable? If so, please provide the repair invoice	
Nature of Loss: details of damages or loss	
Merchandise Description	
Weight of damaged item	
Was replacement sent? If so, please provide BOL & PRO #	
Comments / Explanation	
Was the shipment insured? If so, how much was it insured for?	
Include Applicable Documentation	 Commercial Invoice Sales Invoice Photo(s) − Before & After Packing List Repair / Discount Offer / Reimbursement Invoice Other Documents