

**STANDARD PRESENTATION OF LOSS OR DAMAGE CLAIM**

TBG Invoice Number: \_\_\_\_\_

Claimant (company name): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Carrier Name & Pro Number: \_\_\_\_\_

Type of Claim:                      Loss                       Damage

If damaged, is product repairable? \_\_\_\_\_

**Description of Loss:**

Qty	Item #	Description	Value

**NOTE:** Freight charges must be paid in full before a claim can be resolved.

If product is damaged and accepted, please retain damaged product until claim is resolved for carrier inspection and possible salvage.

Please attach the following documents (check all attached):

- Signed copy of delivery receipt noting damage or loss
- Original product invoice as proof of value
- Either repair estimate or statement of total loss on your company letterhead
- Any other documents or statements pertinent to the claim

*Please allow 60 days for carrier inspection, investigation, and resolution.*