

Instruction Sheet for filing Cargo Claims

When submitting your claim, the completed form and documentation should be forwarded directly to the Claims Administrator's attention at the address noted below. Upon receipt of your claim, an acknowledgement letter will be mailed within 30 days. If the damage estimate is \$1,000 or more, please let us know so that we may assign an adjuster to evaluate.

There is a list of necessary supporting documentation at the bottom of the claim form. Please include as many items as you have at your disposal and a letter describing the damage, how or when the damage occurred if known, and detail any other information you deem appropriate for substantiating your claim. Claim amounts must be based on actual repair/replacement costs *or* two (2) estimates.

Please note: the freight bill must be paid before any claim will be processed.

Should you need any other information or have any questions, please contact me. I can be reached at (234) 310-4072 7:00 a.m. to 3:00 p.m. or at 1475 Boettler Rd, P.O. Box 5000, Green, OH 44232-5000
(234) 310-4072 / FAX (234) 310-4151 EMAIL roy.pietras@fedex.com

PRESENTATION OF DAMAGE OR SHORTAGE CLAIM

This Claim for: • **Damage**
• **Shortage**

is presented to **Passport Auto Transport**
(please mail to): Cargo Claims Department
P.O. Box 5000
Green, OH 44232 - 5000

CLAIMANT
ADDRESS
CITY, STATE, ZIP
PHONE NO.

SHIPPER
ADDRESS
CITY, STATE, ZIP
PHONE NO.

CONSIGNEE
ADDRESS
CITY, STATE, ZIP
PHONE NO.

CARRIER FREIGHT BILL #	BILL OF LADING DATE	WEIGHT OF SHIPMENT	<i>CIRCLE ONE</i>	
			FULL VALUE REPLACEMENT REPAIR	
# of PCS.	DESCRIPTION OF SHORT OR DAMAGED ARTICLES, INCLUDING MODEL #, ETC.			
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL AMOUNT CLAIMED -			\$	

IMPORTANT NOTE TO OUR CUSTOMERS: THE FOLLOWING DOCUMENTS MUST BE INCLUDED TO PROCESS YOUR CLAIM. ALSO, FREIGHT CHARGES MUST BE PAID IN FULL BEFORE THIS CLAIM CAN BE PROCESSED.

1. Signed and dated claim form, which should provide the details of the damage claimed.
2. Legible copy of the freight bill or billing receipt, bill of lading, and delivery receipt/in spection report.
3. Original purchase invoice (proof of the purchase cost) showing all discounts.
4. Two (2) estimates or invoices for repair, showing breakdown of labor by hour and rate of pay, if applicable.
5. Invoice for materials/parts purchased to complete repair, if applicable.
6. Photographs of damage.
7. Salvage value, if applicable.

The claimant certifies the foregoing to be correct, and agrees to indemnify the carrier against loss in the event the original Bill of Lading and / or original freight bill are not submitted.

Date

Signature of Claimant

Print Name