

TO BE COMPLETED BY THE CLAIMANT

Please Fax or Mail This Report With Supporting Documents to:

2217 Avenue x
 Brooklyn, NY 11235
 Fax (718) 374-6609 reference

Date of Report: Your Ref. #:

Company Name: Contact:

Mailing Address:

Phone: Fax:

Shipper: Consignee:

Insured/Declared Value: Invoice Amount:

Airbill#: Date of Lading:

From: To:

Date of Delivery: Date of Discovery:

Weight of the Damaged/Missing Goods: Amount of Claim:

Description of Shipment/Cargo (Container #, Number of Boxes, etc.):

Location of Goods:

Describe Damages:

Do You Have Your Own Cargo Insurance?: Yes No

The Following Claim Documents Have Been Submitted:

- | | | |
|---|--|---|
| <input type="checkbox"/> Airbill | <input type="checkbox"/> Delivering Carrier's B/L or AWB | <input type="checkbox"/> Commercial Invoice |
| <input type="checkbox"/> Packing List | <input type="checkbox"/> Delivery Receipt | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Repair Bills/Estimates | <input type="checkbox"/> Survey Report | <input type="checkbox"/> Other |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The foregoing statement of facts is hereby certified as correct.

Claimant's Signature: _____ Date:

Print Name: Title:

INSTRUCTIONS FOR FILING A CLAM

1. Notification

Notify a world service group representative as soon as possible. All Claims must be submitted in writing to world service group within 180 days, unless otherwise regulated by law, from the date of delivery of shipment.

2. Bill of Lading Notation

Shortages and/or apparent damage must be noted on the bill of lading by the consignee at the time of receiving. *Note: Receipt of the shipment by the consignee without loss or damage notations on the waybill will be prima facie evidence that the shipment was delivered free from shortage or damages.*

3. Concealed Damage / Shortages

In the case of concealed damage/shortage, notification must be furnished in **writing** within three (3) days from the date of delivery of the shipment. *Note: A signed statement from the consignee certifying the goods claimed short have never been received will help in expediting the claim.*

4. Transportation Charges

No claim for loss or damage will be entertained until all transportation charges thereon have been paid. Claim amounts cannot be deducted from transportation charges or other sums owed to world service group.

5. Inspection

If necessary, world service group will arrange for an inspection of the damaged freight as soon as practical following notification. All containers and packing materials must be retained for inspection.

6. Filing a Claim

All claims must be submitted on the "world service group - Cargo Claim Form" and supported by:

- A copy of the **House Bill**
- A copy of the **Delivery Receipt**
- A **Commercial Invoice** that includes the original vendor's invoice for the lost or damaged merchandise that shows the value of the goods claimed
- A **Packing List** that shows the quantity and weight of the items in each box.
- A **Repair Bill or Estimate** from an established repair facility if the damaged goods are repairable
- A **Survey/Inspection Report**
- **Photographs**
- Any other information that could be helpful in settling your claim

7. Declared Value

world service group' liability, in absence of a higher declared value for carriage, is limited to \$0.50 per pound or \$50.00 per shipment, whichever is greater. Liability is also limited to the actual value if less than the \$0.50 per pound but greater than \$50.00.

8. Salvage Rights

Prior to any settlement, world service group will request applicable salvage rights. If salvage rights cannot be obtained through at no fault of world service group, this claim will likely be declined.

9. Acknowledgment

Upon receipt of a claim, world service group, will acknowledge the claim in writing within thirty (30) days, and request any additional documents or information that may be required.