



CLAIM FORM

For Lost or Damaged Parcels

Instructions

1. File a tracer with the carrier without delay when a package is lost or notify the carrier immediately if the package is damaged.
2. After the carrier confirms that the shipment is lost or damaged, file your claim with the carrier.
3. When you receive payment from the carrier for its liability:
 - A. Complete and mail the CLAIM FORM within 60 days on carrier's check.
 - B. Complete one U-PIC CLAIM FORM per claim.
 - C. With this form include the following pieces of information:
 - 1) A copy of the carrier's form with the 'LDI number' or other identifying claim number.
 - 2) A copy of the carrier settlement check.
 - 3) A copy of the original invoice to the consignee.
 - 4) If the claim is for damage, supply a copy of the repair estimate if applicable and any salvage value if not repairable.
 Hold on to the item until the resolution of the claim has been reached, as pictures may be requested.
 - 5) Freight charges are only recoverable if the freight value is declared in the insured value.
4. Mail to: U-PIC or fax to: 818-971-3325
 5703 Corsa Avenue, 2nd Floor
 Westlake Village, CA 91362
5. If you have any questions, please call our office at 800-955-4623, option 4 for claims.

Claim Information

Company: _____	Policy: _____
Address: _____	Client ID: _____
Phone: _____	Fax: _____
Consignee: _____	Invoice #: _____
Carrier: _____	Carrier Claim #: _____
Pickup Date: _____	Claim is for: <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Shortage
	<input type="checkbox"/> If damaged, is damage repairable?

Tracking number: _____

Description of Items: _____

Description of Damage: _____

Amount of your claim:	Invoice Value:	\$ _____
	Total Claim Amount:	\$ _____
	Less Amount Recovered:	\$ _____
	Less Amount Paid by Carrier:	\$ _____
	Balance To Be Paid By UNDERWRITERS:	\$ _____

Claim check should be sent to the attention of: _____

Prompt settlement of your claim will be subject to the full completion of the above claims information and submittal of the required documents. Failure to comply will delay settlement.

Signature: _____ Today's Date: _____

WARNING: Any fraudulent claims will make the shipper and/or consignee liable for any prosecution for mail fraud under Federal Criminal Code.

For internal use only	
C. F. _____	Car. Chk. _____
Inv. _____	Prm. _____
Ins. V. _____	S. S. _____
D. Out _____	Trk. _____