

Customer Name: _____

Job No: _____

Phone: _____

Email: _____

Below is the information to file a claim with _____. Please fill in as many portions of the claim as applicable.

Note: All fields marked with an * are required fields if filing for that type of claim.

* What was the coverage selected for your move? \$0.60 Per Lb. Per Article
Full Value Protection

If FVP, what was the Declared Value and Deductible? \$ _____ Ded. \$ _____

Inventory No.	Item Weight	*Item Description	*Lost Y/N	*Description of Damage	*Claimed Amount

Overcharge: (Please Explain)

Delay:

Pickup	Delivery	Agreed Date(s)	Actual Date(s)	Total Days Claimed	Claimed Amount

*By signing below, I acknowledge and agree that the items or services listed hereon constitute my complete and entire claim. I understand that by filing this claim, I waive my right to file any other claims pertaining to this move under the job number noted above. I agree that I will provide pictures supporting the damages claimed and pictures to show the entire item if applicable and copies of any documents supporting any other type of claim I am filing for.

Customer's Signature

Date

FOR OFFICE USE ONLY	Claim #	Received Date	Date Settled	Settled By	Date Paid	Check #

Claim Receipt Acknowledgement Letter

Date

Dear Valued Customer,

This message is to confirm the receipt of your completed claim form filed under job number _____ on ___/___/____. Your claim has been assigned the _____ claim number of xxx. Please note that all claims are processed in the order the claim was received and that the claim will be finalized within the time limit allowed by law as explained below.

Intrastate (local ___) – Our state law allows up to _____ days to process claims.

Interstate (State to State) - Federal law allows up to 120 days to process claims.

Per federal and state regulations as well as our company's policy, any balance due for your relocation must be paid in full in order to be entitled to file a claim and receive compensation.

Any supporting documentation such as pictures of the claimed damage *must* be submitted along with a claim form to ensure that all documentation is taken into consideration when analyzing the claim. Failure to notate the damage combined with failure to provide photographic evidence of damage may result in the denial of your claim. Please be sure to submit all supporting documents as quickly as possible to ensure proper receipt prior to the finalization of your claim.

We appreciate your cooperation and understanding in this matter.

Sincerely,

Customer Service Department