



# Claim Form

Please Check One:  Air  Ocean  Ground

### Shipper Information

Claim settlements are issued to shipper unless a letter of authorization from shipper is submitted.

Shipper's Name / Contact \_\_\_\_\_ Internal Reference Number \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/ Province \_\_\_\_\_  
 Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### Consignee Information

Recipient's Name/ Contact \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/ Province \_\_\_\_\_  
 Country \_\_\_\_\_ Zip/ Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### Shipment Information

Shipment Date \_\_\_\_\_ No. of pieces \_\_\_\_\_ Weight \_\_\_\_\_ lbs / kgs

Air & Surface Logistics Bill of Lading/Airbill # - **attach copy (required)**: \_\_\_\_\_

Contents of Shipment \_\_\_\_\_

**Loss**

- Complete
- Partial

Describe damage to outer packaging \_\_\_\_\_

**Damaged**

Describe damage to inner contents \_\_\_\_\_

(Please retain all packaging and products until your claim is resolved.)

Describe outer packaging \_\_\_\_\_

Describe inner packaging \_\_\_\_\_

**Insured Value**  
 (The insured value declared on the waybill when tendered to Air & Surface Logistics ) \$ \_\_\_\_\_

**Declared Value For Customs**  
 (International Shipments only)  
 \$ \_\_\_\_\_

**Merchandise value** (Original manufacturing cost or purchase price of product, **NOT** your resale value. Please provide receipts.)

Cost of product \$ \_\_\_\_\_

### Signature

The foregoing statement of facts is hereby certified as true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Claimants Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT:** You must file your claim, in writing, within thirty (30) days of delivery and **pay for the cost of shipping in full, before any claim will be paid.** For complete details, please refer to the **Terms and Conditions** as listed on the reverse of our Express Shipping Document ("Bill of Lading") and our Web site ([www.airandsurface.com](http://www.airandsurface.com)).

**Mail or Fax:** Please return this completed form, and the requested documentation, to us at:

**Air & Surface Logistics**  
**Attn: Claims**  
**1571-C Parkway Loop**  
**Tustin, CA 92780**  
**Fax 714-832-1723**