



**GLS US Freight, Inc.
Instructions for Preparing 'Standard
Form for Presentation of Loss and
Damage Claim'**

Please use the following guide to complete the Standard Form for Presentation of Loss and Damage Claim. Incomplete claims will be returned for additional information.

****ALL DAMAGED PRODUCTS AND PACKAGING MUST BE KEPT UNTIL CLAIM IS SETTLED.****

- A. Optional: Reference number issued by your company, if applicable.
- B. Carrier's pro can be found under the bar code on the delivery receipt.
- C. Indicate total amount you're claiming, and whether it's for loss or damage.
- D. Name of the company that issued the Bill of Lading (i.e. the shipper), and the city and state from where the shipment was originally shipped.
- E. Name of the company receiving the freight (i.e. the consignee) and the city and state to which the shipment was sent.
- F. Specific items of damage claimed, including freight charges, if applicable.
- G. Total amount of claim.
- H. Complete company name and address. This is the name and address to which all correspondence will be directed.
- I. Date and signature of authorized person completing claim form.