

**STANDARD FORM FOR PRESENTATION OF
LOSS AND DAMAGE CLAIM**

Mail To: **Rite-Way Transport, Inc.**
9850 Pelham Rd.
Taylor, MI 48180
Fax To: (313) 295-0871
SCAC: RTWY

Date of Claim: _____

Claimant's Reference No. _____

THIS CLAIM FOR \$ _____, IS MADE AGAINST YOUR COMPANY FOR _____ DAMAGE AND/OR _____ LOSS IN CONNECTION WITH THE FOLLOWING DESCRIBED SHIPMENT.

(Shipper)

(Consignee)

(Origin of Shipment)

(Destination)

(BOL Date)

(Delivery Date)

(BOL or Customer Order Number)

(Carrier's Freight Bill Number)

DETAILED STATEMENT SHOWING HOW CLAIM AMOUNT IS DETERMINED

Itemize the number and description of articles, the extent of loss or damage, invoice prices of articles, amount of claim, etc. All Discounts and Allowances must be shown.

Description (attach additional information as needed)	Totals
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following documents are submitted in support of this claim:

- | | |
|---|--|
| <input type="checkbox"/> Original Bill of Lading | <input type="checkbox"/> Original Invoice or Certified Copy |
| <input type="checkbox"/> Original paid freight bill or other carrier documents bearing notation of loss or damage | <input type="checkbox"/> Consignee concealed loss or damage form |
| <input type="checkbox"/> Carrier's Inspection Report Form | <input type="checkbox"/> POD documenting damage or shortage |
| <input type="checkbox"/> Other Documents _____ | |

(Claimants name)

(Company Name)

(Signature and Title)

(Address)

A Bill of Lading or Freight Bill is a contract for the transportation of goods which consist of two parts: 1) Performance of the Contract by the contracted carrier, and 2) Payment for the service rendered by the contractor.

In the event of loss or damage and upon completion of the contract, a claim may be filed. On behalf of shipments wherein Rite-Way has contracted with a common or contract carrier as authorized under its Brokerage Authority, Rite-Way will assist claimant in the processing and filing of claim and may, in some instances, instruct claimant to file directly against Carrier(s) contracted by Rite-Way. The information below is meant to provide guidance with regard to the procedures and rules for filing a claim.

1. WHAT IS A FREIGHT CLAIM?

A claim is a demand in writing for a specific or determinable amount of money which contains sufficient information to identify the shipment received by the carrier within time limits specified in the Bill of Lading contract.

2. WHEN AND WHERE TO FILE A FREIGHT CLAIM

Claims should be filed promptly once loss or damage is discovered. The time limit for filing a lost or damage claim is nine (9) months from date of delivery, or in the event of non-delivery within nine (9) months after a reasonable time for delivery has elapsed.

3. A CLAIMANT MAY BE A:

Shipper, Consignee, or Owner of the goods. Be sure to clearly indicate on the claim form the name and complete address of the claimant, including telephone and FAX number.

4. DOCUMENTS REQUIRED

A. BILL OF LADING AND/OR DELIVERY RECEIPT - Depending on which party is filing, the Bill of Lading and/or Delivery Receipt should be submitted to provide proof of shipment and / or proof of loss or damage

B. PAID FREIGHT BILL - Include the original paid freight bill or a signed statement verifying freight charges have been paid in full of the shipment against which the claim is filed. For a claim to be concluded, all freight charges must be paid.

C. ORIGINAL INVOICE - A complete original invoice verifies the claimed amount does not exceed the terms of sale (value of goods at destination) and excludes any prospective profit, in most cases. The original must disclose all discounts and allowances, if any. A clear photocopy of the complete original invoice is acceptable.

D. REPAIR INVOICE - When submitting a repair invoice (if applicable), include a breakdown of hours, labor rate and materials.

5. CONCEALED LOSS OR DAMAGE

Loss or damage to contents of a shipping container, which could not have been noted at time of delivery, must be reported to Rite-Way Transport, Inc. within fifteen (15) calendar days from date of delivery. A request for inspection should be made at that time. All merchandise should be retained in the original shipping container, in the same condition it was in when loss or damage was discovered, until inspected.

6. INSPECTION BY AN INDEPENDENT AGENT

Inspection by Rite-Way or an independent agent will be made promptly, normally within 48 hours after receipt of request. Inspection will include examination of the damaged merchandise and the shipping container. If a shortage is involved, inspector will check contents of a package against the invoice or conduct additional investigation to establish a loss has occurred. A written record of Rite-Way's findings will be made in duplicate with a copy of the report given to the consignee. The inspection report is NOT a claim. It is the responsibility of the claimant to file a cargo claim within prescribed time limits and to respond to any requests from Rite-Way for supporting documentation. The claim will be concluded based on facts determined during the investigation.