



866.470.2776
www.exp-logistics.com

Cargo Shortage and Damage Claim Form

Submission Date: _____

Customer Information

Company: _____
Contact: _____
Phone: _____
Email: _____

Shipment Information

Carrier Name: _____
BOL Number: _____
PRO Number: _____
Ship Date: _____

This claim is hereby filed for:

- Shortage
 Damage

Was the shortage or damage noted on the DR/POD?

- Yes
 No

If damage claim, can product be repaired?

- Yes
 No (Keep your packaging and damaged freight if it cannot be repaired.)

The articles were:

- New
 Used

CLAIM MUST BE SUPPORTED BY A DETAILED STATEMENT SHOWING HOW THE AMOUNT WAS DETERMINED. INCLUDE A COMPLETE DESCRIPTION OF LOST ITEMS: SIZE, COLOR, MARKINGS, ETC.

Shortage Information Only				
Article Description	Quantity	Weight	Unit Cost	\$ Amount Claimed
Totals				

NOTE: Claim should be supported by the following documents. Failure to include sufficient documentation may delay conclusion of the claim.

Documentation of value/amount claimed <input type="checkbox"/> Complete vendor invoice or photocopy showing all discounts <input type="checkbox"/> Original repair invoice or photocopy showing hours to repair, labor rate, and material cost	Documentation that loss or damage occurred <input type="checkbox"/> Noted consignee copy of DR/POD
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Other Notes _____

Express Logistics will assist in the handling of cargo shortage and damage claims. This will entail Client providing information to Express Logistics for the claim filing to the specified carrier. Express Logistics will not be responsible for any claims that are denied for any reason by the specified carrier. Client agrees to pay the freight, as invoiced, to Express Logistics. If Express Logistics recovers any costs for Client, Express Logistics will issue 100% of the claim amount back to Client. Express Logistics cannot be held responsible for any type of product liability.

X _____ **Signature**

The foregoing statement of facts is hereby certified as correct.

ELI Claims Specialist Department

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Fax: 877.842.2270