

# American Red Ball Transit Company, Inc.

Claims Department  
P.O. Box 1127  
Indianapolis, Indian 46206-1127  
1-800-733-8077

## PRESENTATION OF LOSS AND DAMAGE CLAIM

Claimant's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Carrier's Order No. \_\_\_\_\_ Claim No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Business Phone \_\_\_\_\_ Origin City \_\_\_\_\_ Origin State \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Load Date \_\_\_\_\_ Delivery Date \_\_\_\_\_

**VALUATION TYPE:** (Complete as appropriate)  
**FULL REPLACEMENT \$** \_\_\_\_\_  
Deductible: None \_\_\_\_\_ \$250 \_\_\_\_\_ \$500 \_\_\_\_\_  
**\$.60 PER PD PER ARTICLE** \_\_\_\_\_

Was the loss and/or damage for which you are now filing a claim noted on the shipping documents at the time of delivery?  Yes  No

If your answer is NO, please state why not: \_\_\_\_\_

### DETAILS OF CLAIM

**THIS FORM MUST BE RECEIVED AT AMERICAN RED BALL CORPORATION HEADQUARTERS WITHIN NINE (9) MONTHS OF DELIVERY.\*\***

**-SEE BACK OF FORM FOR INSTRUCTIONS**

**DO NOT DISPOSE OF DAMAGED ITEMS UNTIL CLAIM IS SETTLED-**

Inv. NO.	Article	Estimated Weight	*Description of Damage	✓ If Packed Improperly	✓ If Carton Damaged	Purchase Date	Purchase Price	Amount Claimed	HOME OFFICE USE ONLY		
									Amount Paid	Responsible Party	Amount Charged

The foregoing statement of facts is hereby certified as correct: TOTAL CLAIM \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*NOTE: On Department of Defense paid moves military claim filing procedures must be followed.

Mailed/Fax \_\_\_\_\_  
By: \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE “PRESENTATION OF LOSS AND DAMAGE CLAIM” FORM

The “PRESENTATION OF LOSS AND DAMAGE CLAIM” form **MUST** be used to file your claim for loss and/or damage with American Red Ball Transit Company, Inc. (American Red Ball). Please accept our most sincere apology your move was not completed without incident and it has become necessary for you to file a claim:

EXAMPLE:

Inv. No.	Article	Estimated Weight	Description of Damage	If Packed Improperly	Carton Damage	Purch. Date	Purch. Price	Amount Claimed	Home Amt. Paid	Office Resp. Pty	Use Only Amt. Chgd
			Note	Note	Note			Note			
			(1)	(2)	(3)			(4)			

- \*NOTE (1) Appliances, electronic equipment – requires manufacturer’s name and model number. China, Crystal, Statuary – requires manufacture, pattern name and/or number, or other such identification.
- \*NOTE (2) If an item was damaged due to improper or insufficient packing, please provide specifics.
- \*NOTE (3) If the carton was received in a damaged condition that contributed to the claimed damage, please provide specifics.
- \*NOTE (4) The amount claimed may be unknown and left blank.

This form should be completed in full as shown in the example above. Please provide the full particulars to the best of your knowledge; color, finish, kind of material, pattern design, etc. Make certain you provide inventory numbers for each of the items you have identified. Without all of the requested information, we are unable to identify the articles involved necessitating the return of this form to you for completion. This will delay the processing of your claim.

In the case of packed items, please indicate whether the carton itself sustained damage. Provide any information regarding the condition of the carton when it was received. If the carton was not damaged, please advise any other information regarding the manner in which the item(s) was packed.

PLEASE RETURN the ORIGINAL (white) copy of this form to American Red Ball in the self-addressed envelope provided for your convenience. The yellow, carbon copy should be retained for your records. When the completed claim form is received at American Red Ball you will receive notification of your Claim Number. This “Claim Number” should be referenced any time you contact American Red Ball. If you do not receive written notification from American Red Ball confirming receipt of your claim, please contact us immediately, 1-800-733-8077, no more than 30 days following submission of your claim. We do ask that you ALLOW 10 TO 14 DAYS FOR INITIAL PROCESSING.

While your claim is being processed –

**PLEASE, DO NOT DISPOSE OF DAMAGED ITEMS OR PACKING MATERIAL UNTIL YOU ARE AUTHORIZED TO DO SO BY YOUR AMERICAN RED BALL CLAIMS ADJUSTER. PLEASE HAVE ALL ITEMS AVAILABLE FOR INSPECTION.**

**PLEASE DO NOT HAVE REPAIRS MADE WITHOUT PRIOR WRITTEN AUTHORIZATION FROM YOUR AMERICAN RED BALL CLAIMS ADJUSTER.**

**CLAIMS FOR LOSS AND/OR DAMAGE MUST BE RECEIVED AT AMERICAN RED BALL CORPORATE HEADQUARTERS WITHIN NINE (9) MONTHS OF DELIVERY OF YOUR SHIPMENT. CLAIMS RECEIVED BEYOND THE NINE (9) MONTH STATUTORY TIME FRAME WILL NOT BE HONORED.\*\***

\*\*NOTE: On Department of Defense paid moves military claim filing procedures must be followed.