

Cargo / Warehouse Loss Report



* Submit this promptly. Late reporting causes poor claims outcomes.
Please fill out form as completely as possible. Indicate if unsure/unknown.
All information is important. We recommend pre-filling parts of the form

Report Completed By: _____ Accident Date & Time: _____

Accident Location (city/state): _____

Loss Location is: On the Delivery Route Our Warehouse / Dock Customer Loc. Other

Our Company Name: _____ Our Local Office: _____

Our Contact Name: _____ Phone: _____ Email: _____

Describe the Property Being Transported or Stored: _____

Describe What Happened to the Property: (the damage, the cause, etc.) _____

Check if stolen:

Estimate the Value of the Loss: \$ _____

Name of Our Driver: _____ Driver Phone No.: _____

Our Driver is an: Employee Independent Contractor

Claimant: Customer Other Describe: _____

Name: _____ Contact: _____ Phone: _____

Address: _____

Other Parties: Yes No If yes, identify and explain the nature of their involvement: _____

Police Involved? Yes No

Police Department Making Report: _____ Report Number: _____

Police Officer Name: _____ Badge Number: _____

Citation Issued to You? Yes No Citation Issued to Other Party? Yes No

Witness 1: (name / address / phone) _____

Witness 2: _____

Additional Comments: _____

Cargo / Warehouse Claim Checklist



CARGO CLAIM REPORTING PROCEDURES

1. Complete the Loss Report promptly while details are fresh.
2. Preserve all packaging, damaged goods, and seals. Take photos.
3. Do **not** admit fault or liability, or promise payment.
4. Report all theft to the police
5. Ask customer / shipper / receiver / carrier / etc. to inspect.
6. Get an estimate of the loss, by the other party if appropriate.
7. Gather and submit the following documents to support your claim. Do not delay reporting for this.
8. Promptly Notify Risk Strategies:
 - Telephone: 1-914-512-9320, or call toll-free 1-888-527-43
 - Email: claimsservice@risk-strategies.com
 - Fax: 1-914-636-0802

SUPPORTING DOCUMENTATION	OK	DATE SUBMITTED
Copies of all Bills of Lading, Paid Freight Bills, Contracts, etc. related to the shipment or any part of it.		
Copies of all delivery receipts or manifests, including any notations about loss or damage, as well as any other exceptions or bad order slips and inspection reports which may substantiate loss or damage.		
Copy of packing list(s). Itemized description of lost or damaged goods.		
Documentation showing evidence of value, cost of replacement or cost of repair such as shipper's commercial invoice(s), replacement invoices, repair bills or estimates, etc.		
Copies of written claims against your contracting carrier or others, with their reply when available.		
Police Report(s) – first try to get Case Number and Station Number		
Your signed statement describing the loss, including the date and time, the location, the claimant and any other persons involved, and the circumstances of the claim in detail, including the cause of loss and nature of any damage.		
Any correspondence or other reports or information relevant to the transit, loss, damage or insurance coverage.		

Tip: Document the condition of all goods at time of acceptance on the delivery receipt and/or using photos. And remember – don't delay in reporting a loss or claim. Quick reporting is very important.