



The Next Generation in Moving & Storage

Loss/ Damage Claim Form

Please complete this form in its entirety

3210 Skylane Dr.

Carrollton, TX 75006

phone: 972-805-0988 Fax: 972-805-0989

claims@elementmoving.com

Order #	Date Loaded	Date Delivered	From (City, ST.)	To (City ST.)
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Claimant Name:	Phone Number:
Address:	Email:

Inventory Number	Articles	Description of Damage	Estimated Weight	Date Acquired	Amount Claimed

The valuation released on our shipment was (please check one):

- Released at \$.60 per lbs. ** must include estimated weights in addition to the description of damage.*
- FVP: Shipment Value: \$ _____
Deductible: \$ _____
- Other: _____

Cartons packed by:	Unpacked by:
Stored at:	Dates stored:
Any external damage:	When was damage discovered? By whom?

NOTE:

- No Claim settlement made until freight bills have been paid in full.
- Send pictures of items claimed with completed claim form.
- Damage that cannot be verified may not be covered.
- Do not repair, replace, or dispose of any claimed item without authorization.
- Incomplete information may delay claim settlement.
- Complete entire claim form sign and date.

I am the owner of the property described above and did not cause or contribute to damages. I hereby certify that the above information is true and accurate to the best of my knowledge and belief. No material information has been withheld.

Signature of Claimant	Date
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Claim Filing Procedures to Facilitates the Claim Processing

Dear Customer:

Please complete the Loss/Damage Claim Form and return the copy to Element Moving and Storage. You may email it to claims@elementmoving.com or fax it to 972-805-0989. Keep a copy for your records.

1. By carefully following the claim procedures, you can assist in a timely settlement of your claim.
2. Identify the items claimed by inventory number if possible. List items, describe damage, and list estimated weight, original cost and date acquired to the best of your ability.
3. If you are missing an item, itemize the content and give all information regarding the weight, date and amount claimed of each item.
4. Please attach photos for any damages items to expedite the claims process.
5. Please attach additional sheets if you need more space that this form allows.
6. Timely Filing Guidelines:
Claim must be filed within 90 Days of delivery for intra-state moves.
Claim must be filed within 9 months of delivery for inter-state moves.

<p>Section 14904(b)(2) of Title 49 of the United States Code imposes a civil penalty of up to \$2,000 for filing a false claim with a motor carrier.</p>
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Thank you,

Claims Department Element Moving and Storage