



INSTRUCTIONS TO CLAIMANT FOR PRESENTATION OF CLAIM FOR LOSS AND DAMAGE

CORPORATE CLIENTS: Your time limit for filing a claim may be governed by a contract between your Employer/Relocation Company and BUDD VAN LINES. Please contact your corporate relocation counselor or your Budd Van Lines coordinator for the claim filing time limit specific to your move.

IMPORTANT- READ - Intrastate (local moves) and deliveries out of permanent storage have less than a nine month time limit in which you can file a claim. Please contact your corporate relocation counselor or your Budd Van Lines coordinator for the claim filing time limit specific to your move.

- Print all information legibly.
- Do not dispose of any damaged article. Damage must be kept available for inspection until the case is closed.
- Claims for electronic and mechanical apparatuses must be supported with estimates of repair or itemized repair bills in order for Budd Van Lines to consider the claim.
- Claims for residential property damage must be supported with an estimate of repair.

Itemize your claim. Please follow these step-by-step instructions.

Column No. 1: Please list the number that was attached to the article when it was loaded at origin. On packed items list the item number that was on the box.

Column No. 2: When describing the "Article," please be descriptive, i.e., color, material, brand names, model and serial numbers, etc.

Column No.3: Avoid words such as "damaged" or "broken." Use descriptions such as:

- (a) scratches on top surface
- (b) gouge on left rear leg
- (c) locate furniture damage from a "facing" and not sitting position
- (d) state if concealed damage was packed by owner, Budd or other Third Parties.

Column Nos. 4 & 5: Provide all information to the best of your knowledge or recollection; however, you may be required to substantiate the stated values in the claim with original bills of sale, appraisals and the like.

Column No.6: Budd Van Lines can provide furniture repair service in most areas of the country. However, you reserve the right to submit your own estimates of repair for the entire claim.



24 SCHOOLHOUSE ROAD, SOMERSET, NJ 08875-5960
 732-627-0600 • Fax: (848) 237-5668

PRESENTATION OF CLAIM FOR LOSS AND DAMAGE
 Please refer to Instructions to Claimant before completing this form.

PRINT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

Claim No.	
From (City, State)	
Date Loaded	Delivery Date

OFFICE USE ONLY

1. Invent. Number	2. ARTICLE	3. State if Shortage or Damage If Damage - Describe Condition	4. Date Purchased	5. Original Cost	6. Repair Replacement Cost Today	Weight	Total Paid			
TOTAL										

IMPORTANT – READ
 ICC Ex Parte 263 provides that any claim for loss, damage or dela must be submitted in writing by claimant within 9 months from date of delivery, and shall (1) include sufficient information to identify the shipment (2) make claim for payment of a specified or determinable amount of money.

IMPORTANT – READ
 I am the owner of the property described, I did not cause or contribute to the damage set forth herein. All statements made in this statement of claim and any attached documents are true and correct to the best of my knowledge and belief, and constitute my complete and entire claim. No material information has been withheld.

Home Phone _____ Business Phone _____ Signature of Claimant _____ Date _____

Each claim must be supported by a paid Bill of Lading or photographic thereof.
 IF ADDITIONAL SPACE IS NEEDED, ATTACH SEPARATE SHEET.