

UPS Freight™

Cargo Claims Department
P O Box 1216
Richmond, VA 23218-1216
FAX # (866) 580-1944



CARGO LOSS & DAMAGE CLAIM SUBMITTED BY

Claimant Name	Claimant Claim No.	Date Prepared
Address	UPS Freight Pro Number	Claim Type: ___ Shortage ___ Damage
City, State, Zip	Contact Name	Phone Number (ext)
Remit Address (if different from above)		

CLAIM IS MADE WITH UPS FREIGHT ON THE FOLLOWING DESCRIBED SHIPMENT

Consignee	City, State & Zip
Shipper	City, State & Zip

DETAILS OF CLAIM TO SHOW HOW CLAIM AMOUNT IS DETERMINED

# Items	Description/Part #	Weight	Amount
			\$
			\$
			\$
			\$
			\$
		Freight Charges	\$
		TOTAL	\$

Use separate page if additional room is needed

DOCUMENTS REQUIRED IN SUPPORT OF YOUR CLAIM

SHORTAGE:

- Copy of freight bill
- Original invoice or certified copy showing prices

DAMAGE:

- Copy of freight bill
- Carrier's inspection report (if completed)
- Original invoice or certified copy showing prices
- Repair bill or certified copy (if repaired) showing material used & labor rate per hour
- Additional documents (photos, statements, etc.)
- Waiver of Inspection form (if completed)

NOTE:

To expedite the handling of your claim, please include the above mentioned documents as your claim **WILL NOT BE PROCESSED** until properly supported. Retain all damaged goods until the claim is concluded. Claims will not be accepted via e-mail. Do not fax pictures when faxing your claim, send separately referencing the UPS Freight pro number. **If your claim is in regards to a package that begins with a 1Z tracking number, you cannot use this form. Please visit ups.com or call 1-800-Pick-UPS for information regarding your small package claim.**