

INSTRUCTIONS FOR PREPARATION OF
PRESENTATION OF LOSS AND DAMAGE CLAIM FORM

1. No claim will be considered properly presented until Walker Transfer, Inc. has Received a completed Presentation of Loss and Damage Claim form signed by the claimant.
2. Please return completed form to Walker Transfer, Inc, @ P.O. Box 387, Kenova, WV 25530-0387.
3. We reserve the right to inspect any damaged items within a reasonable time. Do Not proceed with repairs or replacement until we have had an opportunity to examine your completed Presentation of Loss or Damage Claim form and determined the course of action to follow.
4. Do not discard any damaged item or the shipping carton in which it was Transported until after a claim has been filed and the item & carton have been Inspected.
5. Both before and after inspection, repairs must be authorized in advance by Walker Transfer, Inc. Do not proceed with any repairs until we have authorized the repair.
6. Walker Transfer, Inc. retains salvage rights in any item that it has replaced. DO NOT discard any damaged item that has been replaced without authorization to do so.
7. Incomplete information may delay claim settlement. Additional information may Be requested in order to process any claim.

Specific Instructions for the Details of Claim section of form:

- A. INVENTORY NUMBER: Refer to your inventory sheets and locate the item Claimed on the inventory list. If the item was packed in a carton, find the carton It was packed in on the inventory list. The inventory item number in the far left column for the item claimed . List the specific item number that is assigned on the inventory listing.
- B. DESCRIPTION OF ARTICLE: Describe each item for which a claim is being Made. If missing items are claimed, identify by color, size, pattern, manufacturer And/or brand name, model no., etc. Identify contents of containers as accurately And completely as possible.
- C. NATURE OF CLAIM: Indicate type, severity and location of damage on each Article.
- D. ON PACKED ITEMS: Indicate whether the container was damaged by circling YES or No and the extent of any damage to the container under remarks.
- E. APPROXIMATE WEIGHT: enter as accurately as possible
- F. ARTICLE AGE: Complete entries in these columns as accurately as possible.
- G. ORIGINAL COST: Enter what you paid for the item.
- H. REPLACEMENT COST: Enter cost of item on today's market.
- I. AMOUNT CLAIMED: If you are claiming damage, enter only the cost of repair, if known. If claiming missing items, enter their value. If an estimate for repairs has been obtained by you, please enclose a copy. On receiving the completed form, a repair firm may be assigned to contact you for repairs, if needed.

REMARKS: Any information or comments you may have as to how loss or damage occurred will expedite the claim processing. If additional space is required, use additional pages and please include the same information requested above.