

## Loss and Damage Claim

CLAIMANT - Account Number \_\_\_\_\_

LOCATION OF DAMAGED SHIPMENT (if applicable)

Name/Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Company \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Your Reference Number (optional) \_\_\_\_\_

Telephone \_\_\_\_\_

**\*Retain All Damaged Freight and Packaging Until Claim is Finalized\***

### SHIPPER

### RECEIVER

Name/Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Company \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

### REASON FOR CLAIM



- Service Failure
- Damaged Shipment(s)
- Item(s) Lost From Damaged Shipment(s)

Amount Claimed \$ \_\_\_\_\_

Description of Goods:

Date Shipment Sent / /  
DD MM YEAR

Provide brief description (ex: manufacturer/model/serial no./part no.) and enclose sketch or photo (if applicable/available).

### SHIPPING CHARGES

When claiming a refund of shipping charges, you must attach a copy of RS Express Billing Invoice with your claim. You must submit the following with your claim(s):

1. A copy of the Bill of Lading pertaining to the shipment.
2. A copy of the original cost invoice verifying the claimed amount. This invoice should indicate the actual breakdown of costs claimed. These costs should reflect only your wholesale/manufacturer's costs and should not include retail market markup/profit.
3. A copy of the Damage Inspection Report (if applicable).
4. A copy of the Repair Bill (if applicable).
5. Any other relevant supporting documentation.

*I hereby certify that all information provided herein are true and correct*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

MAIL or EMAIL completed form and supporting documentation to:

RS Express Ltd.  
175 Plymouth Street  
Winnipeg, MB, R2X 2T3  
Attention: CLAIMS  
Email: info@rsxpress.ca

RS Express Ltd.  
175 Plymouth Street Winnipeg, MB R2X 2T3  
204-632-1660 204-632-1665

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Service & Quality



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