



PacGlobal
Insurance Brokerage, Inc.

Marine Insurance Brokers

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El Segundo, CA 90245

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FILING INSURANCE CLAIM INSTRUCTIONS

**CLAIMS CAN ONLY BE MADE WITHIN 45 DAYS FROM THE DAY OF ARRIVAL/
OFFLOADING**

RE: Our File No:
Master B/L No:
Account:
Ins Cert:

House B/L No:
B/L Date:
Ins. Co. File #:

Documents required to proceed a damage insurance claim:

WE PROVIDE

Copy of certificate
Color pictures of loading
bill of lading
Auto - Household Goods Condition Report At Origin

CUSTOMER MUST PROVIDE

Color photos of the damage
Commercial Invoice
Auto Condition Report At Destination
Itemized, Valued Claim Statement - example attached
3rd Party Repair Estimates

It is important for both sides of all documentation to be legible. Please confirm that all carriers have been put on formal notice.

Upon receipt of the above, Underwriters will proceed with their evaluation.

Thank you for your assistance.

Sincerely,

Jacob Kruczynski
Claims Department
On Behalf of CFR Line

Email: joanna@rinkens.com

ITEMIZED VALUE CLAIM STATEMENT

Bill of Lading or House Air Waybill

Freight Forwarder Reference Number

Date of Shipment

Pac Global File Number

Box Number	No. of Pieces	Weight Of Each Piece	Description Of Cargo	Nature Of Damage	Amount \$
Total Amount:					

Notification of loss or damage was given to: _____
Freight Forwarder Representative (Name and Branch Location)

At: _____ On: _____ By Fax Letter
Place Date

Attach original or certified copy of the following supporting documents:

1. **Freight Bill for shipment**
2. **Commercial Invoice & Packing List**
3. **3rd Party Repair & Replacement Estimates**
4. **Weight Of Damage / Lost Goods**
5. **Delivery Receipt At Destination - Noting Exceptions**

Claimant Name

Street Address

City State Zip Code

THE FOREGOING STATEMENT OF FACTS IS HEREBY CERTIFIED TO, AS CORRECT:

Signature Of Claimant Or Claimant's Representative Date:

Printed Name And Job Title Of Claimant Or Claimant's Representative