



#5 Southlink Drive
Washington MO 63090
636-239-5433
Fax 636-239-1749
mail@dnhtrucking.com
www.dnhtrucking.com

Damage or Loss Claim Form Instructions

1. The carrier pro number must be on the form.
2. You may only file for one shipment on each form.
3. If the claim is for damage, every attempt should be made to minimize the loss. This can be accomplished through repair, refurbishing, repackaging or re-coopering. Any trade discounts taken must be reflected on the claim.
4. Claim must include a copy of the original invoice, repair invoice with full disclosure of all labor charges, parts and materials.
5. All freight charges must be paid before claim is processed unless other arrangements have been made, or if the carrier cannot prove delivery.
6. /Carrier may elect to take possession of any salvage. Damaged goods must be retained and available for carrier pickup pending disposition of claim.
7. Claim must be filed within nine months from the date of delivery.
8. Concealed damage claims must include a formal inspection report.
9. You will receive a claim acknowledgement by the carrier. If you do not receive an acknowledgement within thirty days, please contact the carrier. The acknowledgement will include the carrier claim number. Please reference that number on any future correspondence.