

CLAIM SUBMISSION FORM

W.K. Webster & Co. Ltd Webster House
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England
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Ref. No:
Insurance Certificate Number:
Vehicle:
VIN:
Port of Load:
Port of Arrival:
Vessel / Voyage
ETS:
ETA:

Todays Date: _____

Dear Sirs,

Please find attached the supporting documentation for the above subject claim of damages.

- Original policy / certificate of Insurance as emailed to you
- Subrogation letter request
- Copy of Shipping Invoice
- Origin Inspection Report
- Survey Report or other documentary evidence to show the extent of the loss or damage (i.e, inspection form, photos, etc.,)
- Delivery receipt completed at time of delivery / pick up showing the damages claimed at time of pick up or delivery
- Itemized Estimate of Repairs** (when in another language – translation into English must be provided)
- Photographs of all damage being claimed - photos must clearly show the damage and the location of the damage being claimed.
- Ocean Bill of Lading
- Landing account and weight notes at final destination
- Correspondence exchanged with a Carrier and other parties regarding their liability for the loss or damage.

Please contact the below if you have any questions or require further information.

Claimant Full Name and Address:

Phone:
Email: