



**GLS Freight, Inc.**  
**Instructions for Preparing 'Standard Form for  
Presentation of Loss and Damage Claim'**

Please use the following guide to complete the Standard Form for Presentation of Loss and Damage Claim. Incomplete claims will be returned for additional information.

**\*\*ALL DAMAGED PRODUCTS AND PACKAGING MUST BE KEPT UNTIL CLAIM IS SETTLED.\*\***

- (A) Optional: Reference number issued by your company, if applicable.
- (B) Carrier's pro can be found under the bar code on the delivery receipt.
- (C) Indicate total amount you're claiming, and whether it's for loss or damage.
- (D) Name of the company that issued the Bill of Lading (i.e. the shipper), and the city and state from where the shipment was originally shipped.
- (E) Name of the company receiving the freight (i.e. the consignee) and the city and state to which the shipment was sent.
- (F) Specific items of damage claimed, including freight charges, if applicable.
- (G) Total amount of claim.
- (H) Complete company name and address. This is the name and address to which all correspondence will be directed.
- (I) Date and signature of authorized person completing claim form.