



GOODS DAMAGE CLAIM INTIMATION

CLAIM NO

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For Office Use only

Please fill up the complete form and send to us by email at earliest. (ALL FIELDS ARE MUST)

COMPANY NAME :

CITY :

DOCKET NO :

Transport Name :

Goods Received Date : / / Goods Received Time : : AM/PM

INVOICE No. : Invoice Dt. / /

Goods Received :
Condition
(Packaging
Condition)

Is transport agent intimated of the damage while taking delivery? YES NO

Freight Amount Paid to the Transporter Rs. _____

List of Items Damaged & Condition of damage

Sr. Item Code /Description

Sr.	Item Code /Description	Full	Partial
1		Full	Partial
2		Full	Partial
3		Full	Partial
4		Full	Partial
5		Full	Partial
6		Full	Partial

Are all the photographs as below attached with this intimation? YES NO

	YES	NO
1 Packaging condition before opening	<input type="checkbox"/>	<input type="checkbox"/>
2 Goods opened out (removed from packaging)	<input type="checkbox"/>	<input type="checkbox"/>
3 Packaging Materials after opening	<input type="checkbox"/>	<input type="checkbox"/>
4 Copy of the Written intimation of damages to the Transporter	<input type="checkbox"/>	<input type="checkbox"/>

Customer Name:

Signature:

Date:

- Please intimate the Transporter & Supplier of the damage claim at earliest in writing only, also write down "Goods received in damaged condition" on the consignment Note copy with your sign, stamp and date, without which the claim cannot be accepted by the seller, transporter or the Insurance company.
- All the photographs are Must and required to process the claim.
- Please tick the appropriate box where necessary.