

**MOUNTAIN VALLEY EXPRESS CO INC**  
**INSTRUCTIONS FOR PREPARATION OF STANDARD FORM FOR**  
**PRESENTATION OF LOSS AND DAMAGE CLAIM**

The following instruction will assist in the completion of the Standard Form for Presentation of Loss and Damage Claim.

- (A) Optional-This is a reference number issued by your company for use in future correspondence.
- (B) Carriers pro can be found under the bar code on the delivery receipt.
- (C) Indicate total amount claimed and whether the freight claim is for loss or damage.
- (D) Name of the company who issued the Bill of Lading (Shipper) and the city/state where shipment originated.
- (E) Name of the company receiving the freight (Consignee) and the city and state where shipment was consigned.
- (F) Specific items of damage claimed, including freight charges, if applicable.
- (G) Total amount of claim.
- (H) Date and signature of authorized person completing claim form.
- (I) Complete company name and address. This is the name and address to which all correspondence will be directed. If any section is not completed, the freight claim will be returned to you for receipt of additional information.

**\*\*ALL DAMAGED PRODUCT AND ITS PACKAGING MUST BE KEPT UNTIL  
CLAIM IS SETTLED\*\***