



# CLAIM FORM

## For Lost or Damaged USPS Parcels

### Instructions

1. Fill out claim form completely, attach all paperwork and mail within 90 days from date of shipment.
2. For lost parcels, you must wait 21 days for domestic and 45 days for International and APO/FPO shipments. For shipments to Italy, you must wait 60 days before filing.
3. Attached to this form the following pieces of information:
  - A. A copy of the original invoice to the consignee.
  - B. A signed letter from the consignee stating the following:
    - 1) Date the package was mailed.
    - 2) Invoice or auction number.
    - 3) Description of product.
    - 4) If loss, state parcel never received; if damage, state description of damage and if repairable.
    - 5) Signature and date.
  - C. If Claim is for damage, please state if repairs are possible, the cost of repair and any salvage value if not repairable.
  - D. If mailed with Delivery Confirmation, a copy of the tracking number.
4. Freight charges are only recoverable if the freight value is declared in the insured value.
5. Mail to: U-PIC or fax to: 818-971-3325  
 5703 Corsa Avenue, 2nd Floor  
 Westlake Village, CA 91362
6. If you have any questions, please call our office at 800-955-4623, option 4 for claims.

### Claim Information

Company: _____	Policy: _____
Address: _____	Client ID: _____
Phone: _____	Fax: _____
Consignee: _____	Invoice #: _____
Carrier: USPS	Claim is for: <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Shortage
Pickup Date: _____	<input type="checkbox"/> If damaged, is damage repairable?
Delivery Confirmation # _____	
Description of Items: _____	
Description of Damage: _____	
Amount of your claim:	Invoice Value: \$ _____
	Total Claim Amount: \$ _____
	Less Amount Recovered (if damaged): \$ _____
	Balance To Be Paid By UNDERWRITERS: \$ _____

Claim check should be sent to the attention of: \_\_\_\_\_

Prompt settlement of your claim will be subject to the full completion of the above claims information and submittal of the required documents. Failure to comply will delay settlement.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**WARNING: Any fraudulent claims will make the shipper and/or consignee liable for any prosecution for mail fraud under Federal Criminal Code.**

<b>For internal use only</b>	
C. F. _____	Car. Chk. _____
Inv. _____	Prm. _____
Ins. V. _____	S. S. _____
D. Out _____	Trk. _____