



List of Required Documents for Freight Claims

Upon submission of your claim to Cornerstone Systems, you must provide the following supporting documents in order to insure prompt handling of your claim.

- Completed Loss and Damage Form*
- Manufacturers'/Vendor Invoice*
- Shipper's Bill of Lading*
- Delivery Receipt Document/Proof of Delivery*
- Packing List (if available)
- Value Certification Statement (if applicable)
- Unloading Tally Sheet
- Exception Report (if available)
- Photographs (if available)
- Disposition of salvage (if salvageable)
- Description of Blocking and Bracing (if applicable)

* Signifies Required Documents.

Other documents, not listed above, which support the claimed loss, may be required by Cornerstone Systems or our transportation providers to enable proper investigation of your claim. This list is not to be construed as "all inclusive" to the documents necessary for proper investigation of your claim. All documents in support of a claimed amount (i.e. customs duty, taxes, labor charges, etc.) are required by Cornerstone Systems and our transportation providers in support of your claim. Please insure these documents are submitted with the claim form.

Claims should be submitted to claims@cornerstone-systems.com or by fax to 901-312-9379.