

Instructions for the Statement of Claims

After filling in the necessary personal information (name, new address, and appropriate telephone numbers), fill in the remaining required information:

1. Inventory Number - Number on the tag or sticker that identifies the piece of furniture or box. This tag was placed on the furniture prior to loading. If the sticker is no longer attached, please write "none."
2. Article - A complete and accurate description of the item damaged or presumed missing.
3. Description of damage or loss - A complete description of the extent of the damage to the item. Indicate the location of the damage on the item.
4. Estimated Weight - The approximate weight of the item or carton claimed as missing or damaged.
5. Age or Date Purchased - Give either, the approximate age of the item or the purchase date of the item. If the item is family heirloom, list the inheritor, if known.
6. Original Cost - Provide the approximate amount paid for the item.
7. Replacement Cost - Today's cost of replacing the item with like kind or quality.
8. Repair Cost (Amount Claimed) - The amount you are requested for full settlement or list the repairs required.

Additional Instructions:

Please include any documentation signed by you, the shipper, and a representative of our company, of any loss and/or damages noted at the time of your move.

Include any receipts or other information that could be relevant to the claim (i/e: photos, repair estimates, etc.)

Retain a copy of all paperwork for your records.

Please be sure that all unpacking and the inspection of your items is complete before sending in your claims form, once your claims form has been submitted, items may not be added.

Upon receipt of the completed and signed form, the necessary investigation of your claim will begin. Worldwide Moving may require an inspection of any damaged article, therefore, do not dispose of or repair any item until you receive instruction from this office.

All charges for services rendered by Worldwide Moving must be paid in full before any claim can be settled.

Please remember to sign and date the form before sending.

Send all documentation to jeff@movingworldwide.com or

Jeff Rockenbaugh, Sales Manager
Worldwide Moving Systems
3410 Rockefeller Ct.
Waldorf MD, 20602