

**INSTRUCTIONS FOR SUBMITTING A FREIGHT CLAIM**

All freight claims are processed in accordance with National Motor Freight Classifications (“NMFC”) Principles and Practices for the Investigation and Disposition of Freight Claims found in NMFC Items 300100 through 300155.

All of the following documents must be submitted in support of the freight claim:

* *Fully completed Standard Form for Presentation of Loss and Damaged Claim*
* *Copy of the original freight bill and/or Bill of Lading*
* *Copy of the original merchandise invoice, reflecting all trade or other discounts, allowances or*

*deductions of any nature.*

* *If product can be repaired, please include a copy of the repair invoice or estimate (s).*

**DETAILED LETTERED INSTRUCTIONS FOR PREPARATION OF STANDARD FORM FOR PRESENTATION OF LOSS AND DAMAGED CLAIM**

1. Optional – This is a reference number issued by *your* company, for use in future correspondence.
2. Indicate total amount claimed and whether the freight claim is for loss or damage.
3. Name of company who issued the Bill of Lading (Shipper) and the city/state where shipment originated.
4. Name of the company receiving the freight (Consignee) and the city and state where shipment was consigned.
5. MORTON EXPRESS Freight bill number, located in the top left hand corner of the MORTON EXPRESS delivery receipt or MORTON EXPRESS pro sticker on the Bill of Lading.
6. Specific items if damaged claim, including freight charges, if applicable.
7. Total amount of freight claim.
8. Date and signature of authorized person completing claim form.
9. Complete name and address. This is the name and address to which all correspondence will be directed. If payment should be made to an entity, other than the company filing the freight claim, please provide that information as well. If this 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\*\***

Please mail all documents to: MORTON MOTOR EXPRESS, INC

**Attn: Freight Claims Dept., P.O. BOX 77591, Greensboro, NC 27417**



**STANDARD FORM FOR PRESENTATION OF LOSS AND DAMAGE CLAIM**

(Read Instructions attached before filling in this form)

To: Morton Motor Express, Inc. Click here to enter text.

(Name of Carrier) Date

2120 Servomation Rd **(A)** Click here to enter text.

(Street Address) s Claim Number (Optional)

Greensboro, NC 27407 Click here to enter text.

(City, State) Claimant’s Phone Number

This claim for **(B)** $Click here to enter text. is made against your company for (check one): shortage  visible damage

concealed damage  loss other (explain) Click here to enter text.

**(C)** Click here to enter text. **(D)** Click here to enter text. (Name of Shipper) (Consignee name)

Click here to enter text. Click here to enter text.

(Point Shipper From) (Final Destination)

Click here to enter text. Click here to enter text.

(Name of Carrier Issuing BOL) (Name of Delivering Carrier)

Click here to enter text. Click here to enter text.

(Date of Bill of Lading) (Date of Delivery)

**(E)** Click here to enter text.

(Date of Carrier’s Freight Bill Number)

If shipment reconsigned en route, state particulars: Click here to enter text.

**DETAILED STATEMENT SHOWING HOW AMOUNT CLAIMED IS DETERMIED**

(Number and description of articles, nature, and extent of loss or damage, invoice price of articles, amount of claim, etc. ALL DISCOUNTS AND ALLOWANCES MUST BE SHOWN.)

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**(F)** Condition Weight

Click here to enter text. Choose an item. Click here to enter text.

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Click here to enter text. Choose an item. Click here to enter text.

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Click here to enter text. Choose an item. Click here to enter text.

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NMFC Item No. commodity lost of damaged Total Amount of Claim **(G)** $**Click here to enter text.**

*The following documents are submitted in support of this claim:*

Original Bill of Lading  Consignee consealed loss or damage form

Original paid freight bill or other carrier document  Original invoice or certified copy

bearing notation of loss or damage if not shown  Shipper’s consealed loss or damage form

on freight bill.  Other particulars obtainable in proof of

Carrier’s Inspection Report Form (consealed loss loss or damage claimed.

or damage claimed).

(Note: The absence of any document called for in connection with this claim must be explained. When impossible for claimants to produce original bill of lading or paid freight, a bond of indemnity must be given to protect carrier against duplicate claim supported by original documents)

**IDEMNITY AGREEMENT**

**In the absence of the Original Freight Bill and/or Original Bill of Lading, we agree to hold the above named carrier to whom this claim is presented and any other participating carrier harmless and indemnified against any and all lawful claims which may be made against it or them arising out of the same shipment and will pay to the said carrier and any participating carrier (s) any losses, damages, costs, counsel fees or any other expenses which they or any of them may suffer or pay by reason of payment of our claim, herein described, without the surrender of the Original Freight Bill or Bill of Lading, as such was not provided and/or cannot be located. THE FOREGOING STATEMENT OF FACTS IS HEREBY CERTIFIED AS CORRECT.**

Click here to enter text. **(I)** Click here to enter text.

(Date) (Company Name)

**(H)** Click here to enter text. Click here to enter text.

(Claimant Name & Signature) (Company Address)

Click here to enter text.

(City, State and Zip Code)



**STANDARD FORM FOR LOSS AND DAMAGE**

**NOTICE TO CLAIMANTS**

Claimants are requested to make use of this form for filling claims with Morton Motor Express, Inc. Claims should be filed directly with Morton Motor Express, Inc., Attn: Freight Claims Dept., 3045 Westinghouse Road, Rural Hall, NC 27045, and will be considered properly presented only when the information and documents called for on this form and in the Morton Motor Express, Inc. INSTRUCTIONS FOR SUBMITTING FREIGHT CLAIM have, as far as possible, been supplied.

Before presenting a claim on account of loss and damage, the following important information respecting claims should be given careful consideration:

1. The terms under which property is accepted and transported by a carrier are stated on the Bill of Lading issued by the carrier; also in schedules, tariffs and classifications issued or subscribed to by the carrier. Persons intending to file claims should, before doing so, examine the terms and conditions under which the property was accepted and transported.
2. Carriers and their agents are bound by the provisions of law, and any deviation therefrom by the payment and claims before the facts and measure of legal liability are established will render them, as well as the claimant, liable to fines and penalties by law.
3. In order that Morton Motor Express, Inc. may have an opportunity to inspect goods and thereby properly verify claims, any loss or damage discovered after delivery should be reported to the agent of the delivery line, as soon as possible, immediately upon delivery, or within 15 days after receipt of goods by consignee. Consealed loss and damage claims should be supported by an “Inspection Report Form” covering the joint inspection of the loss or damage by consignee and the Morton Motor Express, Inc. representative.
4. It is a common practice for manufacturers and other to ship large quantities to key points for warehousing and later distribution to surrounding areas. In may instances, the original container is not opened and the contents examined before re-shipment to final destination. When this practice is followed, it is impossible to determine after delivery to final destination whether loss or damage of a consealed nature occurred before or after re-shipping. Consignees can usually expedite settlement by securing initial shipper’s and warehouse’s cooperation in supplying necessary billing reference so that shipment can be identified in handling with carriers rendering transportation to the distribution point.