

# Dunbarton Freight Claim

## *Procedure for filing freight claim with Dunbarton.*

1. Note on BOL (Bill of Lading) that shipment has visible damage or is missing material when received.
2. Fill out Freight Claim Form
3. Attach pictures and copy of POD (Proof of Delivery)
4. Send form and corresponding material to your Dunbarton customer service/sales representative.

Date \_\_\_\_\_

Customer \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

PO Number/Sales Number \_\_\_\_\_

Freight Carrier \_\_\_\_\_

Was delivery refused:  Yes  No

Was damage visible upon delivery:  Yes  No

Was damage or shortage noted on Bill of Lading:  Yes  No

Pictures attached:  Yes  No

Signed Proof of Delivery attached:  Yes  No

Will material need to be:  Replaced  Credit



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