

**Claim #** \_\_\_\_\_  
(For Company Use Only)

**Local Moving and/or Storage**

**MORGAN & BROTHER MANHATTAN STORAGE COMPANY, INC.**

**STATEMENT OF LOSS AND DAMAGE**

Customer Name	Home Telephone	Office Telephone	Fax	Date
Address	City	State	Zip	Lot or Project Number
\$				
Total Value of Shipment	Cause of Damage	Date Shipment Loaded	Date Shipment Unloaded	
Location From Which Removed		Date Damage Discovered	By Whom	

**If claim is for breakage or shortage to items packed in containers, please provide the following information:**

By Whom Packed	By Whom Unpacked	Date Unpacked
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**DETAILED STATEMENT SHOWING HOW AMOUNT CLAIMED IS DETERMINED**

Item #	Description	Nature & Extent of Loss/Damage	Weight	Date Acquired	Original Cost	Amount Claimed

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS FOR PREPARATION OF LOSS/DAMAGE CLAIM FORM**

1. Print or type full particulars to the best of your knowledge.
2. In describing articles give as much information as possible, such as color, material, model number, manufacturer, etc.
3. If the exact value of any item is not known, an approximation would be helpful.
4. Any items found damaged must be kept available for inspection (including containers). In the event of breakage, please save all pieces.
5. If damage includes the lifting or breakage of veneers, please keep every piece for replacement by the cabinetmakers.
6. If you have an idea as to repair cost, please submit it with this claim form. However, do not go to any expense to obtain repair costs, do not commence any repairs, or make any obligations to tradesmen for performing repairs. All such activities must await authorization from either the insurance carrier or Morgan Manhattan's Claims Management Department.
7. The signed and completed form must be submitted within sixty (60) days, at which time all outstanding charges must have been paid in full. In the event you have e-mailed the claim form, please sign and mail a copy to our claims department. Please remit to:  
Claims Department  
Morgan & Brother Manhattan Storage Company, Inc.  
434 East 91<sup>st</sup> Street  
New York, NY 10128