



AIR SYSTEM COMPONENTS INC LOSS & DAMAGE CLAIM FORM

ASC's goal is to file your claim as quickly as possible and collect the total amount.
The more complete information that you can provide, the better our chance to be successful.

CARRIER MUST BE NOTIFIED WITHIN 5 DAYS OF ANY DAMAGE OR LOSS

THIS CLAIM FORM IS FOR DAMAGES OR SHORTAGES DUE TO CARRIER NEGLIGENCE OR LIABILITY ONLY. PLEASE CONTACT YOUR ACCOUNT MANAGER FOR SHORTAGES NOT SHIPPED BY THE PLANT, ANY MANUFACTURING ERRORS, OR REPLACEMENT PRODUCTS REQUIRED.

Sales/Factory No. _____ Invoice No. _____
 Customer PO# _____ REPL Order No. _____
 Date Filed _____
 Carrier _____
 Carrier Pro or F/B No. _____
 Date Inspection was requested: _____ Confirmation # _____
 Date Carrier was notified of damage, loss, shortage: _____
 Carrier Contact Name: _____ Phone: _____
 Product is available for inspection/pickup/salvage: Y N
 Explain if NO: _____

Mail Claim To: Air System Components-Freight Claims
 Attention: ASC CLAIMS REP
 605 SHILOH ROAD
 PLANO, TX 75074
 E-mail: claims@airsysco.com
 Telephone: 972-212-4942
 FAX: 972-212-4937

ASC's Credit Department is only able to provide credit based on what is collected from the carrier. Following the process is the customer's responsibility and necessary for a successful claim. Please contact us if there are any questions.

Ship Date _____ Rec'd Date _____
 Vendor Krueger Titus Rickard
 Penn/Barry Tuttle & Bailey
 Originating Plant _____

Indicate the supplied documents and type of claim being filed:

- POD/BOL/Packing list
- POD notated
- Carrier Contacted
- Copy of Original Invoice
- Inspection Report
- Lost/Shortage
- Visible Damage - include photographs
- Concealed Damage - MUST INCLUDE PHOTOGRAPHS
- Other (Explain) _____
- Inspection # _____

Claims must be supported by a detailed statement showing Line Item Number, Number of Pieces, Part Number, Description of Product including size as shown on invoice, and Description of Damage. Specifically describe inner packaging, outer packaging, and contents at time of delivery.

Line Item #	No. of Pieces	Part No., Name & Description of Product Damage	Damage Description of Inner & Outer Package	Describe Package Condition/Materials

- Claims will not be processed unless a legible copy of the consignee's notated delivery receipt is included when submitting this form. Notations regarding the condition of the shipment ("DAMAGED FREIGHT"/"SHORTAGE") must be made on the delivery receipt at the time of delivery and must include the driver's signature. Claims for carrier caused shortages and lost shipments must also include a copy of the delivery receipt if available, bill of lading and packing list if the shipment was not received. Failure to include any of the above information will delay the settlement or cause denial of your claim by the carrier.
- Claims cannot be filed for LTL shipments that have not been properly received and inspected by the carrier. DO NOT REFUSE SHIPMENTS. Sign Delivery Receipt for damage and shortages, notify the carrier for an inspection for visible and concealed damages, and submit your claim to ASC. Record the inspection or confirmation number and note the name of the person you spoke to and contact phone number. Keep all products and packaging until the claim is settled with the carrier. Failure to do so may jeopardize your claim. Refusing the shipment may compromise our ability to file a successful claim on your behalf.
- Contact the carrier immediately in case of concealed damages for an inspection report (if the carrier is not contacted within 5 days, the carrier will deny your claim and ASC will not be able to give you credit). Follow up in writing, conducting your own investigation and provide ASC with that notification letter. After 5 days, without notice verification, the claim will be denied. It is recommended to provide photographs for all damaged products and packaging and photographs MUST be submitted for all concealed damage claims.
- Any information that will assist ASC in successfully filing this claim is required. Provide any photos and/or a description of the condition of the packaging; i.e. the color of the shrink-wrap or the condition of the freight before unloading.
- Only include one shipment (one pro number) per claim. Do not submit any claim form with multiple carriers or PRO numbers.

Remarks: _____ REP Name _____
 _____ Contact _____
 _____ Mailing Address _____
 _____ City, State, Zip _____
 _____ Telephone _____
 _____ Fax _____
 _____ E-mail _____

PLEASE NOTE: REPLACEMENT ORDERS FOR LOST AND/OR DAMAGED PRODUCT WILL NOT BE PROCESSED BY THE CREDIT DEPARTMENT. TO ORDER REPLACEMENTS PLEASE CONTACT YOUR ACCOUNT MANAGER.