

## Goods Lost in Transit Facsimile Form

### Our Policy

Carefully count and inspect all the shipping cartons immediately upon delivery. In the event that any goods are lost in transit, the carrier's delivery slip must be signed accordingly, indicating the specifics of any missing, damaged, or opened merchandise packaging. Any goods lost in transit **must also be noted** on the consignee's copy of the freight bill at the time of delivery, or **THE CLAIM WILL BE DISALLOWED**.

**Please Note:** *If the distributor's carrier is used, the manufacturer and distributor's responsibility for the shipment ends at the customer's receiving dock and this form is applicable. If the customer opts for their own carrier, then the manufacturer and distributor's responsibility for the shipment ends once the shipment leaves your distributor's shipping dock. Should the latter decision be made, the Goods Lost In Transit Form is no longer applicable for use and the manufacturer and distributor is no longer responsible. Your claim must then be addressed between you and your carrier.*

With any alleged Goods Lost In Transit claims, your distributor must also be notified in writing and supplied with appropriate supporting documentation and full particulars within two (2) business days of the order's delivery.

All Goods Lost in Transit Claims are pending until your distributor confirms and provides an Authorization Number. This response may take up to thirty (30) business days.

**Failure to comply fully with these requirements will result in the manufacturer and distributor not assuming any liability whatsoever for resultant losses from damage, shortage, or loss in transit. Customers shall remain liable for payment in full.**

**Please complete this form in its entirety and Fax to your distributor.**

### Distributor Information

Date and Time of Purchase	
Full Name of Distributor	
Telephone Number with area code and extension	
Fax Number with area code	

### Billing Information

Complete Legal Company Name	
Current Street or P.O. Box Address	
City	
Province/State	
Postal Code/Zip Code	

Country	
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### Shipping Information

Complete Legal Company Name	
Current Street Address	
City	
Province/State	
Postal Code/Zip Code	
Country	

### Contact Information

Contact's First and Last Name	
Phone Number including Area Code and Extension:	
Contact's email	
Fax Number including Area Code	

### Order Information

Method of Payment	
Invoice Number/Packing Slip Number	
Purchase Order	

Product Code	Quantity	Description
<b>Detailed Comments:</b>		

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<b>Detailed Comments:</b>		

**Pending Goods Lost in Transit Authorization**

Thank you for your fax. Once we have reviewed your Goods Lost in Transit Form, you will be contacted within the next two (2) business days with a response.

Regards,  
 Your Distributor  
 Customer Service Department