





To Whom It May Concern:

Attached you will find the Statement of Claim and Instruction Sheet. Please see below for instructions on how to fill out the claim form.

Upon receipt of your completed claim form, we will schedule any inspections or repairs if needed.

On behalf of Paul Arpin Van Lines, we sincerely regret any inconvenience you have experienced and will process your claim as quickly as possible.

If you need any assistance, please contact Rosemary Enos at 1-800-343-3500, extension 339 or Amy Asiala, at extension 337. The fax number for the claims department is 401-828-8240.

Please see instructions below:

Instructions for Completing Statement of Claim

1. Please fill in name of employer in space provided.
2. Article – Please give a complete and accurate description of the item damaged or presumed missing.
3. Description of Damage or Loss – Give a complete description of extent of the damage to the item. Tell us the location of the damage as well.
4. Age or Date Purchased – Either give us the approximate age of the item and/or purchase date of the item. If the item is a family heirloom, list the inheritor if known.
5. Original Cost – Please provide the approximate amount you paid for the item.
6. Replacement Cost Today – Enter today's cost of replacing the item of like kind and quantity.
7. Repair or Amount Claimed – List the amount you are requesting for full settlement if the item cannot be repaired.
8. Keep all damaged items and shipping boxes. These items should be made available for inspection.
9. Do not remove inventory stickers from damaged items.
10. Claims for missing items will require a tracer and investigation. You will be notified of the results. If negative, you may be asked to submit further documents to process your claim.
11. Any support information you can give should be firmly attached to the claim form and mailed back.
12. If we replace an item that is lost or damaged, we maintain salvage rights on the item and will make arrangements to remove it within 30 days of settlement.
13. Please sign and date the claim form after thorough completion.