

CLAIMS INVESTIGATION REPORT



ACROSS TOWN | ACROSS THE COUNTRY | ACROSS THE WORLD

Please complete client details & email to claims@mainstream.co.nz or fax to 09 522 8845

SECTION A : TO BE COMPLETED BY THE CLIENT

Today's Date:	<input type="text"/>	Despatch Date:	<input type="text"/>
Consignment Note #	<input type="text"/>	Consignee:	<input type="text"/>
(Please attach a copy of the C/Note if possible)			
Consignor:	<input type="text"/>	Destination:	<input type="text"/>
A/C#	<input type="text"/>	Estimated Value:\$	<input type="text"/>
(Cost Price Excluding GST)			
Number of items affected:	<input type="text"/>	Loss / Damage	<input type="text"/>
Location of Damaged Goods	<input type="text"/>		
Description of Goods:	<input type="text"/>		
<input type="text"/>			

Your Company Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>	Contact Name:	<input type="text"/>
Position Held:	<input type="text"/>	Email Address:	<input type="text"/>
Signed:	<input type="text"/>		

SECTION B : MAINSTREAM TO COMPLETE

(All Supporting Reports and Letters to be attached)

Date Received: _____ Clean Proof Of Delivery: Yes / No

Clean Outturn Report: Yes / No

Loss: Depot Damage Transit Damage Delivery Damage

Is there a Counter Claim: Yes / No

PROFORMA SENT TO CONTRACTOR:
(Name of Contractor)

Date Contractor Advised _____ Freight Located At: _____

Cost of Goods (Estimate Only): _____ Cost of Freight: _____

Branch Managers Signature: _____

SECTION C : MAINSTREAM TO COMPLETE

DECLINED

Date Letter Sent to Client: _____
(Please Attach a Copy)

Reason: _____

SECTION D : MAINSTREAM TO COMPLETE

ACCEPTED

Date Of Acceptance Letter: _____ **Order Number:** _____
(Please attach a copy)

Goods Collected: Yes / No Goods Located At: _____

Client Invoice Number: _____ Date Paid: _____ Chq #: _____ Amount: \$ _____

On-Charged to: _____ Date: _____ Inv# _____ Amount: \$ _____

On-Charged Customer Invoice

On-Charged Cost of Freight

Report / Advice prepared by: _____
(Please Print Your Name Above)