



CHECKLIST OF DOCUMENTS TO SEND THE INSURER

Document	Obtained and Forwarded to Insurer?
1. Completed claim form (ensuring the client ABN and Input Tax Credit entitlement are included)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Invoices or other proof of value of the consignment	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Original freight note or carbon copy	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Delivery receipt	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Supplier's packing slips where appropriate	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Bill of lading, consignment note or other proof of shipment, including clear statements of the conditions of carriage	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. A copy of the letter of demand, and the carrier's response (if received)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Details of possible salvage	<input type="checkbox"/> YES <input type="checkbox"/> NO