



Global Claim Service
7709 W Boca Raton Rd • Peoria, AZ 85381
CLAIM SHEET INSTRUCTIONS

Filing a claim for lost or damaged items is fairly easy!*

Please Note: if you have insurance coverage (other than the coverage you selected with your mover) you must file with them and not Global Claim Service.

Just send us the following items via US Mail (No email, faxes or CDs);

1. A brief letter describing grievances, lost or damaged items.
2. A copy of the filled out Claim Sheet
3. A copy of your move Contract/Uniform Household Goods Bill of Lading
4. A copy of your itemized List of Contents- Descriptive Inventory List.
There is no Inventory List for local moves (intrastate).
5. Photographs of the damaged items. These don't have to be professional pictures, but the item must be discernable and the extent of the damages apparent
TIP! -Put your name on the back of the photo & what the item is!

Please mail the Claim Sheet form & all documents requested to:

**Global Claim Service, LLC
7709 W. Boca Raton Rd.
Peoria, AZ 85381**

*Claims for interstate moves must be filed within 9 months of the delivery date.

For the time limit for intrastate (local) moves, please check with your local Department of Transportation.



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CLAIM SHEET

* indicates a REQUIRED entry

*MOVING COMPANY : _____

Shipper Name On Contract : _____

Shipper Current Address : _____

City, State & Zip Code: _____

*PHONE NUMBER: _____

Email Address: _____

Moved From State: _____

Moved To State: _____

*JOB # from Bill of Lading: _____

Pick-Up Date: _____

Delivery Date: _____

If you purchased Insurance for your move -

Name of insurance Company: _____

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Additional information can be found at our Web site www.globalclaimservice.com