



# MILYARD GROUP INC.

## FORM FOR LOSS & DAMAGE CLAIMS

### Contact Details

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province/State: \_\_\_\_\_ Postal Code/Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Claim Details

Current Date: \_\_\_\_\_ Date of Loss: \_\_\_\_\_  
MYG BOL #: \_\_\_\_\_ Customer PO #: \_\_\_\_\_  
Commodity Type: \_\_\_\_\_  
Claimant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Delivering Carrier (If brokered): \_\_\_\_\_  
Nature of Loss: \_\_\_\_\_

**Please provide a written explanation of what happened. Provide as many details as possible:**

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Please accept this intent to claim \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ CDN.  
**\*\* Maximum Liability \$2.00 Per Pound (\$4.41 Per Kilogram), Unless Declared Valuation States Otherwise.**

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

## Additional Documentation required in order to process claim:

- ❖ Photos of damage
- ❖ Claims form
- ❖ Police Report (If investigated by police)
- ❖ Copy of original Bill of Lading where goods are signed for short or damaged
- ❖ Repair Invoice
- ❖ Supplier Invoice; proof of the value of the shipment **and/or**:
- ❖ Suppliers Invoice for repairs or replacement parts, if applicable
- ❖ Inspection Report

1. Notice of Loss to Carrier – Dated Confirmation by Fax/Email. Claims must be filed promptly and are subject to legal time limits from date of delivery. Damage claims must be filed within 60 days if part of a shipment is lost and within 9 months if a complete shipment is lost.
2. Damages or Shortages must be explicitly noted on the carrier's receipt copy of the bill of lading at time of delivery. Failure to do makes it very difficult to find liability with the carrier.
3. When damage is concealed, notice must be given within 24 hours of receipt of shipment. Upon realization, stop unpacking and notify us immediately to request an inspection. It is important to discontinue unpacking as well as retaining all packaging for inspection. Inspection reports do not substitute written claim, nor does it indicate carrier liability.
4. Salvage must be kept by the claimant until the carrier's liability has been established.
5. Declared Valuation – Maximum Liability **\$2.00 Per Pound (\$4.41 Per Kilogram)** unless Declared Valuation states otherwise on Bill of Lading or Load Confirmation **prior** to dispatching load
6. Carriers have no liability for goods shipped at "Owner's risk".
7. Carriers have no liability for goods not properly packaged or crated. These claims should be filed with supplier.

**All claims or notices of intent to claim must be filed in writing to:**

Milyard Group Inc.  
Claims Department  
1-485 Millway Avenue  
Concord, ON. L4K 3V4

Fax: 905-597-7575  
Email: [safety@milyardgroup.com](mailto:safety@milyardgroup.com)