



Claim Form Instructions

- 1) All claims for **Loss/Damage** must be filed with this carrier **within thirty (30) days** after delivery date.
- 2) In cases of **Concealed Damage**, Air Support, Inc. must be notified in writing within fourteen (14) days of delivery or the claim will likely be declined.
- 3) Be sure to attach a letter of explanation if there are any **Special Circumstances** we should know about.
- 4) Please provide a copy of the **Signed Delivery Receipt, Original Invoice, Invoices for repairs or replacements, and Pictures** (if available) when filing the claim. Pictures can be sent via mail or can be emailed to mross@airsupportinc.com
- 5) In no case will this carrier accept responsibility for **Consequential Damages** or **Special Damages** beyond the value of the goods that are subject to the claim.

6) Prior to any settlement, **all freight charges must be paid in full**. Include any applicable freight charges in your claim presentation.

7) If you have any questions regarding your claim, you may contact Mike Ross (Claims Manager) mross@airsupportinc.com

Upon completion of form, email: mross@airsupportinc.com or mail to.

Air Support, Inc.
Attn: Claims Department
PO Box 60161
Phoenix, AZ 85082