

Palletline Insurance Claim

Dear Customer,

We are sorry to hear of your loss/damage to your goods. All damages must be reported to us within 24 hours of completion of delivery.

In order to reclaim any losses we will then require the following as shown below returned to us within 5 days of the completion of delivery.

Documents Required	Enclosed	To Follow
Completed Claim Form Returning	X	
A copy of the original sales invoice for the consignment		
A copy of the cost invoice for the consignment		
Evidence of the Weight of the Lost / Damaged Goods.		
Photographic evidence		
Any supporting documents from the delivery point – First written confirmation of loss etc		

All Palletline insurance claims are dealt with by Hen Kenny, please forward all insurance related emails to her at hen@ningbo.co.uk and if you need any help in filling in the claim form please don't hesitate to either drop Hen an email or give the office a call on 0845 121 0147.

Kind Regards

The Ningbo Team

